ACADEMIC REGULATIONS
OF THE UNIVERSITAT OBERTA DE CATALUNYA
FOR EHEA UNIVERSITY STUDIES
(Text approved by the Executive Management Committee on 18 December 2012 and by the Permanent Committee of the Board of Trustees on 9 April 2013)

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PRELIMINARY TITLE

Article 1. Purpose and scope of application

1. The purpose of these regulations is to regulate matters of academic organization at the Universitat Oberta de Catalunya (Open University of Catalonia, UOC) applicable to official European Higher Education Area (EHEA) university courses, regulated in accordance with Spanish Royal Decree 1393/2007, of 29 October, on the organization of university studies (amended by Spanish Royal Decree 861/2010, of 2 July), as well as all other university courses, pursuant to Article 34.1 of Organic Law 6/2001, of 21 December, on universities (amended by Organic Law 4/2007, of 12 April).

2. For all matters not regulated herein, the terms of the national or regional provisions governing the matter will apply.

3. Except where otherwise indicated, the provisions of these regulations apply to all programmes, both official and UOC-specific, offered by the UOC.

TITLE I. ADMISSION

Chapter I. General provisions

Article 2. Admission to the University

1. The purpose of this title is to regulate the admission of students to the EHEA university courses, both official and UOC-specific, offered by the UOC.

2. The admission requirements are established for each programme and in accordance with the terms of these regulations, pursuant to current law.

3. All students seeking to be admitted to the University must submit proof of the personal data they provide and of their fulfilment of the admission requirements, as well as of any applicable specific admission criteria.

4. Misrepresentation or omission of the personal data or admission documents submitted to the University will entail the immediate cancellation of the enrolment and the removal of the transcript, without prejudice to any legal measures the University may take.

5. Students meeting more than one admission requirement for an official course must follow the application procedure for the highest level of education they have attained.

Article 3. Admission of minors to the University

1. Minors may enrol on official and UOC-specific university courses at the UOC provided they submit proof of their fulfilment of the admission requirements established under current law and in these regulations.

2. Minors must submit the following documents to be admitted:

   a. The consent of the minor’s legal representatives to process the enrolment, releasing the UOC of all liability for any content, documents or comments to which the minor may have access over the course of his or her studies at the University.

   b. The agreement of the minor’s legal representatives to pay the fees for the resulting teaching-related and administrative academic services.

   c. The authorization of the minor’s legal representatives for the UOC to collect and process the minor’s personal data, if the minor is under the age of 14. Minors over the age of 14 may provide this authorization themselves.
Chapter II. Admission to undergraduate and university master’s degree studies

Section 1a. Admission to undergraduate studies

Article 4. Admission requirements for undergraduate studies

Students meeting any of the following requirements are eligible for admission to undergraduate studies:

a. Students holding the Spanish upper secondary-school qualification of bachiller referred to in Articles 37 and 50.2 of Organic Law 2/2006, of 3 May, on education, who have successfully passed the university entrance exam.
b. Students from foreign education systems who, having requested the official recognition of their original qualification as equivalent to the Spanish qualification of bachillerato, have successfully passed the university entrance exam.
c. Students from education systems in other EU member states, or non-EU states with which international educational reciprocity agreements have been signed, who meet the academic requirements for admission to university in their respective education systems; in such cases, the official recognition of the original qualification is not required.
d. Students holding the advanced vocational training certificate (técnico superior de formación profesional), advanced certificate in art and design (técnico superior de artes plásticas y diseño) or advanced certificate in sport (técnico deportivo superior) referred to in Articles 44, 53 and 65 of Organic Law 2/2006, of 3 May, on education.
e. Students over the age of 25 who have passed the university entrance exam for students over the age of 25 (additional provision 25 of Organic Law 6/2001, of 21 December, on universities).
f. Students over the age of 45 who have passed the university entrance exam for students over the age of 45 (Article 42.4 of Organic Law 6/2011, of 21 December; amended by Organic Law 4/2007, of 12 April).
g. Students over the age of 40 able to accredit certain work and professional experience related to the official university degree programme on which they wish to enrol (Article 42.4 of Organic Law 6/2011, of 21 December, amended by Organic Law 4/2007, of 12 April).
h. Students holding an official university bachelor’s degree.
i. Students holding an official university diploma, foundation degree in engineering or architecture, pre-EHEA undergraduate degree, or engineering or architecture degree under the former university course system.
j. Students whose foreign university qualification has been officially recognized as equivalent to the corresponding official university qualification in Spain.
k. Students who have partially completed foreign university studies, or have fully completed them but have not obtained the official recognition thereof as equivalent to the corresponding qualification in Spain, and would like to continue their studies at the UOC. In this case, the UOC must recognize at least 30 ECTS credits.
l. Students who fulfil the conditions for university admission under education system regulations prior to Organic Law 2/2006, of 3 May, on education, pursuant to the requirements set forth in Appendix I below.
m. Students holding any of the qualifications listed in Appendix I below.

Article 5. Admission of students over the age of 25

1. Students over the age of 25 can enrol on official bachelor’s degree studies by successfully passing an entrance exam.

2. This exam is the same at all universities in Catalonia and consists of two parts – a general section and a specific one – designed in accordance with current law. Everything required to sit the exam must be processed with the Catalan University Admissions Guidance Office.

3. For admission to Global Campus programmes, the university entrance exam for students over the age of 25 is held by the University. Applications to sit the exam must be submitted in accordance with the established channels and deadlines and be accompanied by the following documents:
a. Photocopy of the student's Spanish national ID document (DNI), tax ID No. (NIF) or passport.

b. Sworn statement that the student does not hold any academic qualification that would otherwise make him or her eligible for admission to university and cannot accredit any work or professional experience related to the undergraduate studies to which he or she would like to apply.

c. Proof of payment from the bank of the corresponding fee, the amount of which is set by the Board of Trustees of the Fundació per a l'Universitat Oberta de Catalunya (Foundation for the Open University of Catalonia, FUOC).

Article 6. Admission of students over the age of 45

1. Students meeting the following requirements may sit the university entrance exam for students over the age of 45:

   a. Have turned 45 by 1 October of the year the exam is offered.
   
   b. Not hold any academic qualification that would make them eligible for admission to the university by other means.
   
   c. Be unable to accredit work or professional experience related to the undergraduate course to which they seek to apply.

2. University entrance exams for students over the age of 45 consist of two parts:

   a. An exam, which is the same for all Catalan universities, consisting of a commentary on a text or current general issue, an exercise in Spanish, and, if the exam is taken in Catalonia, an exercise in Catalan.
   
   b. A personal interview.

3. The entrance exam for students over the age of 45 is the same at all Catalan universities. Everything required to sit the exam must be processed with the Catalan University Admissions Guidance Office. Proof of the passing mark earned on the common entrance exam for the Catalan university system must be provided in the form of an attested copy of the entrance exam card.

4. For admission to Global Campus programmes, the university entrance exam for students over the age of 45 is held by the University. Applications to sit the exam must be submitted in accordance with the established channels and deadlines and be accompanied by the following documents:

   a. Photocopy of the candidate’s Spanish national ID document (DNI), tax ID No. (NIF) or passport.
   
   b. Sworn statement that the student does not hold any academic qualification that would otherwise make him or her eligible for admission to university and cannot accredit any work or professional experience related to the undergraduate studies to which he or she would like to apply.
   
   c. Proof of payment from the bank of the corresponding fee, the amount of which is set by the Board of Trustees of the FUOC.

5. Students who successfully pass the entrance exam may proceed to the personal interview stage. The University will set up an interview with the student and issue a mark of ‘apt’ or ‘not apt’. In accordance with the general admission criteria for each programme, only those students awarded the mark of ‘apt’ on their personal interview may be admitted.

6. Passing marks on the entrance exam are permanently valid. In contrast, marks of ‘apt’ on the compulsory interview are only valid for the year in which the interview is conducted and for admission to the undergraduate course to which the student is applying. Students failing to process their enrolment within the two semesters immediately following the interview will need to arrange for another interview and pay the corresponding fees.

7. Students enrolling via the processes for students over the age of 40 or 45 who have already successfully completed 30 ECTS credits in a university course may request the transfer of their transcript to a different
course (pursuant to Art. 56 of Spanish Royal Decree 1892/2008), provided they adhere to the academic rules governing continuance at each university.

**Article 7. Admission of students over the age of 40 based on accredited work or professional experience**

1. Students meeting the following requirements are eligible to apply to undergraduate courses:
   a. Have turned 40 before 1 October of the year in which admission is requested.
   b. Not hold any academic qualification that would make them eligible for admission to the university by other means.
   c. Be unable to accredit work or professional experience related to the undergraduate course to which they seek to apply.

2. The University opens an annual admission period for students over the age of 40 based on accredited work and professional experience. The admission process to the university by this method consists of two stages:
   a. Submission and assessment of the documents listed in paragraph 3 of this article.
   b. A personal interview.

3. Students seeking to enrol at the university by means of this method must process their application in accordance with the established channels and deadlines and attach the following documents:
   a. Photocopy of their Spanish national ID document (DNI), tax ID No. (NIF) or passport.
   b. Copy of the proof of payment from the bank for the amount of the corresponding fee, which, for official university courses taught in Catalan, will be as established in the Decree setting the prices for the provision of academic services at Catalan public universities and at the UOC and, for official university courses taught in Spanish or any other language that may be specified, shall be as established by the FUOC's Board of Trustees.
   c. Detailed CV.
   d. Attested copy of the student’s employment history (vida laboral), issued by the competent authority.
   e. Formal statement that the student does not hold any academic qualification making him or her eligible for admission to university and that he or she has not applied for admission by means of this method at any other university.
   f. A covering letter explaining the student's interest in the University and the undergraduate course to which he or she is applying.
   g. Any other document or documents that the student believes might be relevant and that accredit the work and professional experience described on the CV.

4. Once the documents referred to in the preceding paragraph have been verified, the University will assess the student’s work or professional experience, official education, unofficial education and language skills based on the documents submitted and will issue the corresponding mark in accordance with the criteria and scales established for each admission period.

5. Once the University has verified that students meet the admission requirements and has assessed the submitted documents, it will call the students in for personal interviews. Based on this interview, it will issue a mark of ‘apt’ or ‘not apt’. Marks of ‘apt’ will be accompanied by a numerical score (between 5 and 10). In accordance with the general admission requirements and the specific admission criteria for each programme, and, where applicable, depending on the score earned on the entrance exam, only those students earning a mark of ‘apt’ and a minimum score of 5 may be admitted.

6. A passing mark on the admission process for students over the age of 40 shall be permanently valid for admission to the undergraduate course to which the student seeks to apply.
7. Students enrolling via the processes for students over the age of 40 or 45 who have already successfully completed 30 ECTS credits in a university course may request the transfer of their transcript to a different course (pursuant to Art. 56 of Spanish Royal Decree 1892/2008), provided they adhere to the academic rules governing continuance at each university.

**Article 8. Admission based on the partial recognition of foreign university studies**

1. Students who have partially completed foreign university studies, or who have fully completed them but have not obtained the official recognition thereof as equivalent to the corresponding official qualification in Spain, either because they have not so requested or because the competent ministry has denied their request, may enrol on an undergraduate course provided they first obtain the recognition of, at least, 30 ECTS credits.

2. To enable the assessment of the equivalence between the knowledge and skills attained in the foreign university studies and those attained in the official bachelor’s degree course on which they would like to enrol, students must submit a prior studies assessment request.

3. The prior studies assessment request must be made in accordance with the channels and deadlines established by the University and accompanied by the following documents:
   
   a. Original transcript or attested copy thereof listing the subjects taken and the marks earned. Should the marking system be other than that established in Spanish Royal Decree 1125/2003, of 5 September, the transcript must include an explanation of the system used at the university of origin.
   
   b. Copy of the syllabuses for the successfully completed subjects, bearing the original seal of the university of origin.
   
   c. Proof of payment from the bank of having paid the fee for this process. For official university courses taught in Catalan, the amount of this fee is as established in the Decree setting the prices for the provision of academic services at Catalan public universities and at the UOC; for official university courses taught in Spanish, the applicable price is set by the FUOC’s Board of Trustees.

Unless issued by an EU member state, all submitted documents must be duly authenticated or, where applicable, bear the apostille provided for under the Hague Convention of 5 October 1961. Moreover, if the original documents are not in Catalan, Spanish or English, they must be legally translated by a sworn translator, by a Spanish diplomatic or consular office abroad, or by the diplomatic or consular office in Spain of the country of which the student is a citizen or, where applicable, of the country of origin of the relevant document.

4. Students who obtain the recognition of at least 30 ECTS credits will be eligible for admission to the University by this method and may process their enrolment on the requested undergraduate programme.

5. Admission to undergraduate studies by this method shall not under any circumstances entail the official recognition of the foreign higher education qualification as equivalent to the corresponding official qualification in Spain, nor shall it enable access to studies other than the ones to which the applicant has applied.

**Article 9. Admission of students who have begun university studies elsewhere in Spain**

1. Students who have begun official university studies at another Spanish university and apply to the UOC in order to transfer to another university and/or different undergraduate studies must have their transcript transferred from their university of origin to the UOC and submit proof of their fulfilment of the admission requirements provided for in Article 4 above.

2. Students who have begun official university studies at another Spanish university and, without discontinuing those studies, apply to the UOC in order to enrol on another undergraduate course at the same time must request authorization for simultaneous studies from their university of origin and provide proof of fulfilment of the admission requirements provided for in Article 4 above.
3. Students must request the transfer of their transcript or the authorization for simultaneous studies at their university of origin. Where necessary, they can use the letter of acceptance to the UOC to accredit their admission to the University.

4. The student must provide the UOC with proof of payment of the fee for the transfer of the transcript or the authorization for simultaneous studies in the form of a copy of the receipt for payment of the transfer fee made at the university of origin. This proof of payment must be provided during the student’s first semester at the UOC.

5. The transfer of the transcript or authorization for simultaneous studies will be effective from such time as the UOC receives the official transcript from the student’s university of origin.

Section 2a. Admission to university master’s degree studies

Article 10. Admission requirements for university master’s degree studies

1. Students meeting any of the following requirements shall be eligible for admission to university master’s degree studies:

   a. Students who hold an official Spanish university qualification or a qualification issued by a higher education institution in an EHEA member state making them eligible to enrol on official master’s degree courses.

   b. Students who hold a qualification issued by a non-EHEA higher education institution that has been officially recognized as equivalent to the corresponding official university qualification in Spain.

   c. Students who hold a qualification issued by a non-EHEA higher education institution and are able to accredit to the UOC a level of education equivalent to the corresponding official qualification in Spain making them eligible for admission to postgraduate courses in the country of origin of the qualification; in such cases, the official recognition of the original qualification is not required.

2. With regard to letter a of the preceding paragraph, students who hold an official pre-EHEA undergraduate degree, engineering degree, architecture degree, diploma, or foundation degree in engineering or architecture may enrol on official university master’s degree courses without the need to meet any additional admission requirements.

The University may require students seeking to enrol on a university master’s degree course based on a diploma or foundation degree in engineering or architecture to complete essential additional training for admission to the course, depending on the sufficiency of the skills and knowledge attained under the curriculum for the qualifying studies for those included in the curriculum for the university master’s degree course to which they are applying, as set forth in the report on the university master’s degree course.

Article 11. Verification of the level of training certified by a non-EHEA higher education qualification

1. In accordance with the means of admission provided for in Article 10.1.c above, holders of qualifications from non-EHEA education systems seeking to enrol on university master’s degree courses without requesting the official recognition of their original qualification as equivalent to the corresponding Spanish qualification must request verification of their level of training.

2. Requests for verification of the level of training certified by a given qualification must be made in accordance with the channels and deadlines established by the University and be accompanied by the following documents:

   a. Photocopy of the actual higher education certificate.
b. Photocopy of the transcript certifying that the higher education certificate entitles the holder to enrol on postgraduate courses.

Unless issued by an EU member state, all submitted documents must be duly authenticated or, where applicable, bear the apostille provided for under the Hague Convention of 5 October 1961. Moreover, if the original documents are not in Catalan, Spanish or English, they must be legally translated by a sworn translator, by a Spanish diplomatic or consular office abroad, or by the diplomatic or consular office in Spain of the country of which the student is a citizen or, where applicable, of the country of origin of the relevant document.

3. The request for verification of the level of training certified by a foreign higher education qualification is subject to a fee. For official university courses taught in Catalan, the amount of this fee is as established in the Decree setting the prices for the provision of academic services at Catalan public universities and at the UOC; for official university courses taught in Spanish and any other languages that may be established, the applicable price is set by the FUOC’s Board of Trustees.

4. Students whose level of training is verified will be admitted to the University according to this method and may process their enrolment in the university master’s degree course to which they applied.

5. Admission to university master’s degree studies by this method shall not under any circumstances entail the official recognition of the foreign higher education qualification as equivalent to the corresponding official qualification in Spain, nor shall it enable access to studies other than the ones to which the applicant has applied.

Article 12. Specific criteria for admission to a university master’s degree course

1. Students are admitted to university master’s degree studies in accordance with the specific admission requirements and merit criteria established for each university master’s degree course.

2. The admission requirements may include the need to successfully complete supplementary training in specific disciplines, depending on the prior training accredited by the student. This supplementary training may be included within the university master’s degree course, provided that all together the student does not exceed a total of 120 credits.

Chapter III. Admission to UOC-specific university studies

Article 13. Admission to UOC-specific master’s degree and postgraduate diploma programmes

In order to enrol on programmes leading to UOC-specific master’s degrees and postgraduate diplomas, students must provide proof of fulfilment of one of the admission requirements provided for in Article 10 above.

Article 14. Admission to university extension, specialization and other lifelong learning programmes

Admission to programmes leading to the qualifications of university extension course diploma, specialization certificate or postgraduate lifelong learning certificate does not require prior certification of an official university qualification. Likewise, no admission requirements are established for open programmes and other short-term studies offered by the UOC.

Chapter IV. Admission documents

Article 15. Admission documents
All students applying to the UOC must submit the following documents:

a. Photocopy of their Spanish ID document (DNI), foreigner ID number (NIE) or passport.
b. The documents accrediting fulfilment of the admission requirements, as provided for in the following articles.

**Article 16. Admission documents for undergraduate studies**

1. Students fulfilling any of the admission requirements referred to in Article 4, paragraphs a, b, e or f, above must submit the copy for the university of the corresponding entrance exam card if it is the first time they are applying to university. Students who have begun university studies elsewhere prior to applying to the UOC must submit an attested photocopy of the entrance exam card.

Students who sat the entrance exams referred to in Article 4, paragraphs e and f, above at the UOC will not need to submit the exam card.

2. Students meeting the admission requirement referred to in Article 4, paragraph c, above must submit an attested photocopy of the credential, issued by the Spanish National Distance Education University (UNED), certifying that they meet the requirements for university admission in their country of origin.

3. Students meeting any of the admission requirements referred to in Article 4, paragraphs d, h or i, above must submit an attested copy of the corresponding certificate or, solely in those cases in which the certificate itself has not yet been issued, proof of payment of the fee for the issue thereof.

4. Students meeting the admission requirement referred to in Article 4, paragraph j, above must submit an attested copy of the official credential recognizing their qualification as equivalent to the corresponding qualification in Spain issued by the ministry with jurisdiction over education or, in the absence thereof, of the official document confirming that they have applied for such recognition. Under no circumstances will the application form itself be accepted as proof of meeting the admission requirement.

Students submitting the official confirmation of their application for recognition must submit an attested copy of the ministry’s final decision within a maximum period of 6 months from the date of the initial submission. Failure to submit this credential within the established period will entail the automatic cancellation of their enrolment.

5. Students meeting any of the admission requirements referred to in Article 4, paragraphs i or f, above must submit the documents established in Appendix I of these regulations.

**Article 17. Admission documents for university master’s degree studies**

1. Students meeting any of the admission requirements referred to in Article 10.1, paragraphs d, h or i, above must submit an attested copy of the corresponding certificate or, solely in those cases in which the certificate itself has not yet been issued, proof of payment of the fee for the issue thereof.

If the university certificate was issued by a higher education institution in an EHEA member state, an attested copy of the European Diploma Supplement must be submitted together with the attested copy of the certificate.

2. Students meeting the admission requirement referred to in Article 10.1, paragraph j, above must submit an attested copy of the official credential recognizing their qualification as equivalent to the corresponding qualification in Spain issued by the ministry with jurisdiction over education or, in the absence thereof, of the official document confirming that they have applied for such recognition. Under no circumstances will the application form itself be accepted as proof of meeting the admission requirement.

Students submitting the official confirmation of their application for recognition must submit an attested copy of the ministry’s final decision within a maximum period of 6 months from the date of the initial submission.
Failure to submit this credential within the established period will entail the automatic cancellation of their enrolment.

3. Students meeting the admission requirement referred to in Article 10.1, paragraph c, above must submit an attested copy of the corresponding certificate and accredit the level of training attained, in accordance with the terms of Article 11 above.

4. When the university master’s degree course, or the University itself, has established specific admission requirements and/or merit criteria, the following documents must be submitted:
   a. If the merit criteria are based on a prior transcript or other curricular aspects, the student must provide the original transcript or an attested copy thereof.
   b. If the specific admission requirements are based on specific prior training, the student must submit the original certificate or transcript accrediting this training or an attested copy thereof.
   c. Any other documents established in the programme’s official report as admission requirements.

Article 18. Admission documents for UOC-specific master’s and postgraduate diploma programmes

Students applying to UOC-specific programmes leading to the qualification of UOC-specific master’s degree or postgraduate diploma must submit the documents provided for in Article 17 above.

Article 19. Deadline for submission of admission documents

1. Students must submit the documents accrediting their fulfilment of the admission requirements and, where applicable, of any specific admission criteria within a maximum period of 10 calendar days as of the date on which they process their enrolment.

2. Should the student fail to submit these documents by the deadline cited in the preceding paragraph, or do so incompletely or incorrectly, the University will request the documents again and give the student a new deadline to submit them.

Should the new deadline be reached without the student having rectified the problems identified in his or her admission documents or, where applicable, in his or her fulfilment of the specific admission criteria, the University will immediately cancel the enrolment and eliminate the transcript. In such cases, students wishing to process their enrolment again will need to re-apply for admission to the studies by the deadline established in the UOC’s academic calendar.

3. The financial consequences of the cancellation of an enrolment due to a failure to accredit fulfilment of the admission requirements are as set out in the UOC’s financial regulations.
TITLE II. ENROLMENT

Chapter I. Processing of the enrolment

Article 20. Enrolment offer

1. The enrolment offer is the set of subjects or programmes available for study at the UOC in a given semester or academic year for each of its official and UOC-specific qualifications.

2. Subjects may be offered on a semesterly basis or in alternating semesters or academic years (bisemesterly and biannual subjects, respectively).

3. The UOC reserves the right to cancel the teaching of a subject or programme due to insufficient enrolment. The financial consequences of the cancellation of the teaching of a subject or programme by the University shall be as set out in the UOC’s financial regulations.

Article 21. Potential semesterly enrolment in official programmes

1. In official programmes, the potential semesterly enrolment is the set of subjects that students may include on their transcript within the programme or qualification on which they have enrolled.

2. The potential enrolment includes: subjects that have been officially recognized; subjects on which the student has received a final mark of ‘absent’ or ‘fail’, provided they are part of the semesterly enrolment offer; and subjects open to the student for enrolment (i.e. the semesterly enrolment offer for the curriculum for the programme on which the student is enrolled, less the subjects already included on the student’s transcript).

Article 22. Processing of the enrolment

1. Enrolments are processed in accordance with the deadlines set in the UOC’s academic calendar and the channels established to this end.

2. To process the enrolment, the student must meet all of the enrolment requirements for the corresponding subjects and academic programmes.

Chapter II. Enrolment requirements

Article 23. Enrolment requirements for official courses

1. Students seeking to enrol on an undergraduate or university master’s degree programme at the UOC must enrol on, at least, one subject and, at most, a total course load of thirty-six (36) ECTS credits per semester (in a single programme or simultaneously in multiple official and UOC-specific programmes).

2. Exceptionally, in duly justified cases and with the authorization of the corresponding counsellor or counsellors, the programme’s directors may totally or partially grant an authorization request to enrol on more credits than the maximum course load established in the preceding paragraph. The authorization request must be processed in accordance with the terms of Article 26 below.

3. Enrolment on recognized subjects will not count towards the maximum course load on which students may enrol. However, it will be taken into account when determining the minimum number of credits on which students must enrol.
4. Once a student has officially requested the certificate for a completed programme, the corresponding transcript will be closed and the student will not be able to enrol on any further credits for it.

**Article 24. Enrolment requirements for UOC-specific courses**

The minimum and maximum number of credits on which students in programmes leading to UOC-specific qualifications may enrol are established in the curriculum for each programme.

**Article 25. Enrolment requirements for final projects, practicums and external internships**

1. In order to enrol on final projects, practicums and external academic internships, it may be necessary first to successfully complete a given number of credits or specific subjects. These academic prerequisites must have been met by the date the enrolment is processed.

2. Exceptionally, in duly justified cases and with the authorization of the corresponding counsellor or counsellors, the directors of the corresponding programme may assess the enrolment applications of students who have not met all of the prerequisites to enrol on these subjects.

3. When the final project, practicum or external academic internship involves multiple knowledge areas or multiple projects, students must choose the knowledge area, or project, they wish to study or complete prior to processing the enrolment.

4. In order to do a curricular or extracurricular external internship, students must be enrolled at the UOC and sign the corresponding educational cooperation agreement. Students who already hold a qualification may not do an external academic internship related to it.

**Article 26. Authorization to exceed the maximum course load per semester**

1. Students wishing to enrol on official programmes with course loads greater than the maximum number of credits established in the academic regulations must request authorization in accordance with the established channels and deadlines.

2. The authorization request must expressly state the subjects and, where applicable, programmes on which the student would like to enrol, along with the respective numbers of credits, and the rationale for the exception being requested.

3. The authorization request will be assessed and decided by the vice president’s office responsible for academic organization or by such person as it might delegate to this end. To make this decision, the vice president's office or its proxy may request a prior report from the counsellor and/or documentary proof from the student of the rationale for the requested exception.

**Article 27. Programmes and subjects with prerequisites**

1. The University may establish prerequisites for enrolling on a given programme or subject, which may include the successful completion of certain subjects and/or a given number of credits.

2. Exceptionally, students may enrol on a subject or programme without meeting all the enrolment requirements, provided they obtain authorization to do so from their counsellor and the programme’s directors.

3. The programme’s directors may request documentary proof from the student of the rationale for the requested exception.
Article 28. Enrolment on recognized subjects

1. Students may enrol on recognized subjects during the regular enrolment period. These subjects will be listed on the transcript as passed once the enrolment has been processed.

2. If the subjects are being recognized as the result of the adaptation of a UOC curriculum, they must be included on the transcript by the University automatically and free of charge. Notwithstanding the foregoing, the complementary nature of this service is subject to the terms of the Decree setting the prices for the provision of academic services at Catalan public universities and at the UOC.

Article 29. Enrolment on subjects exercising the right to examination

1. Students who have completed but not passed a subject may enrol on it again in a subsequent semester in order to pass it solely by sitting a final classroom exam. This option is only available for subjects whose final assessment model consists of a final classroom exam (EX), and it may only be used once per subject.

Enrolment on a subject exercising the right to examination does not entail teaching and, thus, does not afford access to the virtual classroom or to support from the tutor, but rather solely to the learning plan and learning resources.

2. For subjects with internships, students must first successfully complete the internship in order to enrol on the subject exercising their right to examination.

3. The financial terms of enrolment on a subject exercising the right to examination are as established in the University's financial regulations.

Article 30. Enrolment on minors

1. Within the context of programmes leading to bachelor’s degrees, and in accordance with the number of credits envisaged for each one, the UOC offers students the option of enrolling on minors with a view to attaining skills belonging to a knowledge area other than the one corresponding to their own bachelor’s degree course by taking optional subjects from other curricula. The University regularly approves the catalogue of minors available for each bachelor's degree programme and publishes it on the Virtual Campus.

2. Enrolment on minors must be done in accordance with the channels and periods established by the University. Enrolment on a minor leads to the opening of a separate transcript for the minor from the transcript for the bachelor's degree programme.

3. Students are not required to enrol on all the subjects included in a minor in the same semester. They may enrol on them in different semesters. The minor will be included on the bachelor’s degree transcript once all of the component subjects have been passed.

4. Students may only enrol on one (1) minor within each bachelor’s degree programme. Students may not enrol on minors belonging to the bachelor’s degree programme that they are already pursuing.

Article 31. Enrolment on mobility programmes

1. To participate in a mobility programme, students must be enrolled at the UOC for the semester during which they will be studying elsewhere.

2. UOC students seeking to participate in an external mobility programme must enrol on the credits to be completed during their studies elsewhere before the mobility period begins and in accordance with established deadlines, channels and academic fees.
3. Modifications of the credits students are enrolled on during the mobility period is governed by the same provisions as those set forth in Chapter III of this title.

Chapter III. Modification and cancellation of the enrolment

Article 32. Modification of the enrolment

1. Modification of the enrolment on an official programme is the process whereby a student includes new subjects in the enrolment, withdraws from a subject, or substitutes a given subject or subjects with others.

Modifications of enrolments on official programmes must adhere to the minimum and maximum course loads established in Article 23 above.

Withdrawal from one or more subjects on which a student has enrolled entails the partial modification of the enrolment.

The financial consequences of the total or partial modification of the enrolment are as established in the UOC’s Financial Regulations.

2. For UOC-specific programmes, students may, in accordance with the terms of the Financial Regulations, cancel their enrolment on a programme or, if they have enrolled on only part of the academic path, expand their enrolment to include the full training programme.

The University may automatically modify enrolments on UOC-specific programmes due to changes in the curriculum.

Article 33. Cancellation of the enrolment

1. Withdrawal from all subjects or programmes on which a student is enrolled will entail the cancellation of the enrolment. Enrolments may be cancelled voluntarily or automatically.

2. For students enrolling on university courses for the first time, the voluntary cancellation of the enrolment through withdrawal from all the subjects will entail the closing of the transcript. Students wishing to re-enrol will need to re-apply for admission to the studies by the admission deadline established in the UOC’s academic calendar.

3. For all other students of university courses, the voluntary cancellation of the enrolment by means of withdrawal from all the subjects will not entail the closing of the transcript. Students wishing to re-enrol will need to do so by the deadlines established in the UOC’s academic calendar. When a student withdraws from a subject, it does not count towards the total number of times the student may sit the exam for it.

4. The University will automatically cancel an enrolment as soon as it detects any of the following cases:
   a. Non-payment of the enrolment fee by the established deadline.
   b. Misrepresentation or irreparable irregularities in the admission data or in any other data the student has provided that the University deems relevant.
   c. As a provisional measure, when a disciplinary procedure is undertaken, in accordance with the UOC’s Code of Rights and Responsibilities.

5. The financial consequences of the cancellation of the enrolment on any of the grounds provided for in this article are as established in the UOC’s Financial Regulations.
TITLE III. EXTERNAL INTERNSHIPS AND MOBILITY PROGRAMMES

Chapter I. External academic internships

Article 34. Curricular and extracurricular external academic internships

1. External academic internships are a training activity intended to allow students to apply and expand the knowledge and skills they acquire through their academic training.

2. External academic internships may be curricular or extracurricular. Curricular internships are conceived of as academic activities forming a part of the corresponding curriculum; in contrast, given their voluntary nature, extracurricular internships are not part of the curriculum, even when carried out during the educational period.

3. At all times, there must be a training plan specifying the details of the student’s participation in each external academic internship and establishing the learning objectives and activities to be carried out.

Article 35. Training plan

The training plan is the document specifying the skills, learning objectives and activities to be carried out over the course of the internship. The training plan must be defined in such a way as to be directly related to the skills to be acquired in the studies on which the student is enrolled.

Article 36. Type and duration

1. Curricular and extracurricular external academic internships can be carried out on-site, using a blended on-site/online format, or exclusively online. Each curriculum establishes what types of external internships students may pursue.

2. The timetables for the internships will always be established in accordance with the characteristics and availability of the host organization and must be compatible with the students’ academic, training, representational and participatory activities.

3. The duration of curricular external internships is established in the curriculum for each programme. Notwithstanding the foregoing, with bachelor’s degree programmes such internships may not exceed a total of 60 ECTS credits and should preferably be offered during the second half of the curriculum.

4. Extracurricular external internships should preferably last no longer than 50% of the academic year.

Article 37. Professional development internships at the workplace

1. UOC students may pursue curricular or extracurricular external academic internships at the organization or company where they are under contact, provided they obtain the express authorization of the competent bodies at the UOC.

2. UOC students may pursue internships at the FUOC in accordance with the requirements published by the University each semester on the Virtual Campus.

Article 38. Internship tutoring

1. Students who undertake internships will be assigned an academic tutor and a tutor at the host organization where the internship is to take place.
2. The tutor appointed by the host organization must be associated with it and have the necessary professional experience and skills to effectively supervise the student. This tutor may not be the same person as the academic tutor.

3. The academic tutor must meet the following requirements:
   a. For curricular external internships, the tutor must be a UOC faculty member, preferably associated with the department at which the student is enrolled and, at all times, associated with the studies to which the internship is tied.
   b. For extracurricular external internships, the tutor should preferably be a UOC lecturer who teaches in the same field as the studies on which the student enrolled.

**Article 39. Rights and responsibilities**

1. Throughout the internship, UOC students will have the rights and responsibilities established in Article 9 of Spanish Royal Decree 1707/2011, of 18 November, regulating the external academic internships of university students.

2. The rights and responsibilities of the academic tutor at the UOC and of the tutor at the host organization are as established in Articles 11 and 12, respectively, of the aforementioned Royal Decree 1707/2011.

**Article 40. Interim and final progress reports by the host organization tutor**

1. At the end of the first half of the internship period, the host organization tutor must prepare an interim progress report.

2. Upon completion of the internship, the host organization tutor will send the academic tutor at the UOC a final report indicating the type of internship and the number of hours the student has dedicated to it. The report may also assess aspects related to general and specific skills, as provided for in the corresponding training plan and as listed below:
   a. Technical skills.
   b. Capacity to learn.
   c. Work management skills.
   d. Oral and written communication skills. For disabled students who have difficulties speaking, the report should specify the student’s degree of autonomy with regard to speech, as well as whether any technical and/or human resources are required.
   e. Sense of responsibility.
   f. Adaptability.
   g. Creativity and initiative.
   h. Personal engagement.
   i. Motivation.
   j. Responsiveness to criticism.
   k. Punctuality.
   l. Relationship with colleagues.
   m. Ability to work in a team.

**Article 41. Interim progress report and final internship report by the student**

1. At the end of the first half of the internship period, students must write an interim report assessing their progress on the project.

2. Upon completion of the internship, students must write and submit a final report to their academic tutor containing, among others, the following information:
   a. The student’s name.
b. The name of the host organization where the internship took place, the type of internship, and the location.

c. Specific, detailed description of the tasks and jobs carried out and of the departments within the institution to which the student was assigned.

d. Assessment of the tasks carried out using the knowledge and skills acquired through the student’s university studies.

e. List of the challenges encountered and how they were solved.

f. List of things the student learned from the internship.

g. Assessment of the internship and suggested improvements.

Article 42. Academic effects

Extracurricular external internships will not be recognized for academic credit; however, they will be listed on the student’s transcript and on the European Diploma Supplement.

Article 43. Confidentiality

1. The student must observe the rules of confidentiality and professional secrecy with regard to the host organization’s internal information and to the student’s own activities both during and after the internship.

2. The academic tutor and the tutor at the host organization must observe the rules of confidentiality with regard to any information disclosed by the student as a result of their tutoring activities.

Article 44. Offer, announcement and award of external internships

1. The procedures for preparing and announcing the external internship offer, as well as the application process and award of the internships, will be carried out in accordance with the principles of transparency, publicity, universal accessibility and equal opportunity.

2. When organizing and developing internships, the University must endeavour to minimize the financial burden they will entail for students.

3. The University must give priority to students undertaking curricular external academic internships over those applying for extracurricular external internships. The University must likewise give priority in the selection and award of internships to students with disabilities so as to allow them to choose organizations that have taken all the necessary measures to ensure universal accessibility, including with regard to the means of transport available to reach and access the premises.

4. Insofar as possible, the following information must be included in the external internship offer:

   a. Name or registered name of the host organization where the internship will be carried out.
   b. Site, town and street address where the internship will take place.
   c. Start and end date of the internship, as well as the duration in hours.
   d. Type of internship: on-site, blended on-site/online, or online.
   e. Number of hours dedicated daily or workday and assigned calendar.
   f. Training plan, activities and skills to be developed.

5. Once awarded, internships will begin within ten (10) days of the date on which the student completes the application.

Article 45. Internship quality assurance

The UOC’s internal quality assurance system includes a procedure for assuring the quality of external internships. This procedure consists of mechanisms, tools and specific units tasked with gathering and analysing information on the progress of the internships and reviewing the planning thereof.
Article 46. Accreditation

1. Once the external internship has been completed, the UOC will issue a certificate to include, at least, the following information:
   a. The student’s name.
   b. The host organization where the internship was carried out.
   c. A description of the internship specifying the duration and start and end dates.
   d. The activities carried out.

2. The document model used to certify completion of an external internship must facilitate communication with the host organizations. To this end, given the similarities between external internships and international mobility programmes and activities for students, the format should be similar to that used for European mobility programmes.

3. The European Diploma Supplement must include any external internships.

Chapter II. Educational cooperation agreement

Article 47. Concept

1. The educational cooperation agreement is the cooperation agreement between the UOC and the host organization allowing the student to carry out the professional internship or supervised research activities.

2. The activities involved in an external academic internship or practicum pursued through an external internship are carried out in accordance with the terms of the corresponding educational cooperation agreement.

Article 48. Signing of the educational cooperation agreement

1. Before an external academic internship can be undertaken, the student, the UOC and the host organization must sign an educational cooperation agreement.

2. Before an educational cooperation agreement for a student to undertake a curricular or extracurricular external academic internship can be signed, the directors of the relevant programme must approve the training plan and host organization at which the internship is to be carried out.

3. The educational cooperation agreement will be drawn up by the University and signed in triplicate, with a copy for each party.

4. The competent body to this end will sign and enter into the agreement on behalf of the University.

Article 49. Content of the educational cooperation agreement

The educational cooperation agreement establishes a regulatory framework for the relationship between the student, the UOC and the host organization and must contain the following information:

a. The training plan for the student’s internship.

b. The rules governing the leaves to which the student is entitled under current regulations.

c. The conditions for the early termination of the internship in case of breach of the terms thereof.

d. The rules governing the arrangement and payment of insurance, both for accidents and liability. Students under the age of 28 will be covered by the school insurance. Students over the age of 28 will be covered by private insurance arranged by the University.

e. The existence, where applicable, of a bursary, which will not be required and, when offered, must take the form of a study grant.
f. The protection of the student’s personal data.
g. The protection of the student’s property rights to his or her internship project.
h. The settlement procedure to be used for any disputes arising over the course of the internship.
i. The terms of the University’s recognition of the work rendered by the tutors at the host organization.

Article 50. Aspects of the relationship between the student and the host organization

1. The signing of an educational cooperation agreement by an institution does not entail the assumption of any obligations other than those strictly set forth therein; under no circumstances will it give rise to formal employment obligations.

2. Students who sign an educational cooperation agreement will be bound by the rules, timetable and calendar established therein, under the supervision of a tutor at the host organization, who will oversee their training.

3. Students with disabilities are entitled to reconcile the undertaking of final projects, practicums and external internships with personal circumstances arising as a result of their disability or in relation to it.

4. The University and the host organization are bound to facilitate the aforementioned reconciliation for disabled students.

Chapter III. Mobility programmes

Article 51. Scope of regulation

This chapter regulates the undertaking of mobility activities by UOC students at other universities, institutions or companies under national or international mobility programmes or agreements to which the UOC is party, as well as the undertaking of such activities at the UOC by students from other universities.

Article 52. Definitions

1. Student mobility: the undertaking of training activities at a university, company or institution other than the university at which a student is enrolled on his or her degree course within the framework of a student mobility programme in which the UOC participates or a bilateral or multilateral relationship established between the UOC and other universities.

2. Mobility students: all students who, as part of their participation in a mobility programme or agreement, complete part of their studies at another institution or university, participating in the regular activities conducted at the host institution throughout the aforementioned period.

3. Student mobility programme: Regulatory framework external to the UOC laying down the general terms and conditions under which certain student mobility activities will be carried out and under which the UOC can enter into mobility agreements with other universities or institutions.

4. Mobility coordinator: academic director acting as the liaison for student services and support in each UOC department.

5. Institutional agreement: agreement signed between the UOC and other institutions establishing the bases of collaboration for the undertaking of mobility activities. This agreement may be bilateral, if signed by two institutions, or multilateral, if signed by more than two parties.

6. Academic agreement: document signed by the student and the academic and/or institutional director at the UOC responsible for mobility establishing the subjects and credits that the student will need to complete.
or the work plan to be carried out at the host university or institution. This agreement is entered into prior to the start of the mobility period and is binding, without prejudice to the possibility of amending it.

7. Academic agreement confirmation or amendment document: document signed by the student, the mobility coordinator at the school where the student is studying, and a representative of the host university or organization confirming the content of the academic agreement or the amendments made to it. Academic agreement confirmation documents are binding.

8. Recognition of credits: procedure whereby the UOC or the university at which the student is enrolled includes its recognition of the completed mobility activity or programmes on the student’s transcript. For UOC students, this may take the form of academic recognition of subjects from the same curriculum (curricular mobility) or the recognition of mobility credits (extracurricular mobility), which will be included on the European Diploma Supplement (EDA) for the student’s transcript.

9. Enrolment on mobility programmes: procedure whereby the student enrolls on, and is charged the corresponding fee for, the training activities to be undertaken within the framework of a mobility programme or agreement.

Article 53. Calls for applications for mobility grants

1. The UOC publishes the calls for applications to participate in mobility programmes on an annual or semesterly basis, except where a different frequency is established by a specific programme’s external regulatory framework.

2. The calls must include the mobility offer for the next academic year or years and approve the terms and conditions thereof.

3. When mobility activities do not fall within a specific mobility programme, the conditions for participating in them are established in the clauses of the corresponding bilateral or multilateral institutional agreement.

Article 54. Terms and conditions of the calls for applications

The terms and conditions of the calls for applications for mobility grants must contain, at least, the following information:

a. The general requirements of each programme or agreement, as well as the specific requirements to apply for each mobility place thereunder.

b. Available grants; terms, conditions and criteria for the award of each mobility place; incompatibility with other grants; and payment method.

c. Deadline, place and method by which applications must be submitted.

d. Procedure for the award of the mobility places, including the selection criteria.

e. Deadline and media in which the decisions regarding the award of the mobility places will be published.

f. Deadline for accepting the awarded mobility place.

g. Minimum requirements established by the UOC for academic certification of completion of the mobility period and the inclusion of the corresponding credits.

h. Enrolment procedure for educational mobility activities.

i. Deadline and means of accrediting the completion of the mobility period.

Article 55. Requirements for participation in external mobility programmes or agreements

In addition to meeting the requirements established in the terms and conditions of the specific call for applications, to participate in a mobility programme or agreement, students must meet the following minimum requirements:

a. They must be validly enrolled on a UOC course when applying for the mobility place or have been validly enrolled the semester prior to the call for applications. Students who are enrolled at the UOC
within the framework of a mobility programme or agreement and are thus considered exchange students at the UOC may not participate in the mobility programmes and agreements.

b. They must be enrolled at the UOC for the semester during which the mobility period will be carried out.

c. They may not be enrolled on more than twelve (12) subject credits to be completed at the UOC during the same period as an external mobility period is to be carried out.

d. They must have successfully completed at least sixty (60) credits by the start of the mobility period if they are enrolled on a bachelor’s degree programme, at least eighteen (18) credits if they are enrolled on an official university or UOC-specific master’s degrees course, and at least nine (9) credits if they are enrolled on a postgraduate diploma course. Under no circumstances may they stand to earn their final qualification through the recognition of the mobility period.

e. Where so specified in the conditions governing the call and in the established terms, they must certify their knowledge of the teaching language used by the host university or institution so as to ensure they will be able to take full advantage of the mobility period.

**Article 56. Admission by the host institution**

The award of a mobility place by the university of origin does not entail automatic acceptance by the host university or institution, which will decide whether or not to accept students by admitting them as mobility students. Likewise, the student is responsible for meeting any specific additional requirements that the host institution may establish.

**Article 57. Withdrawal**

1. Students who withdraw from a mobility programme place after accepting it must formally communicate their decision, including the grounds for it, through the communication channels established to this end in the call for applications or the participation procedure provided for in the mobility agreement.

2. Withdrawal from an accepted mobility programme place for reasons other than force majeure may be considered grounds for rejecting future applications from the student to mobility programmes.

3. Withdrawal from an accepted mobility programme place will lead to the automatic termination of the corresponding financial aid and the obligation to repay any aid already received.

**Article 58. Duration of the mobility period and extension thereof**

1. The duration of the mobility period spent at the host university or institution may not be less than three months or greater than a full academic year, except where otherwise indicated by the programme.

2. Where the terms and conditions governing the call so allow, students may ask to extend the duration of the mobility period spent at the host university or institution. Extensions will only be authorized if they do not entail a reduction in the number of available places in the mobility programme, and they are subject to the approval of the host university or institution and the corresponding mobility coordinators.

3. Approval of the extension of the period of study at the host university or institution will have only academic effects. The extension of the financial aid will depend on the specific conditions of each place in the mobility programme as specified in the terms and conditions of the call and on available funding.

4. Students who extend their mobility period must sign a new academic agreement including the subjects or credits on which they will enrol or the work plan to be followed for the internship during the extension.

**TITLE IV. TRANSFER AND RECOGNITION OF CREDITS**

**Chapter I. General provisions**
Article 59. Scope of application

1. The purpose of this title is to regulate the transfer and recognition of credits offered at the UOC.

2. The rules established in this title apply to credits earned previously within the framework of official university courses, UOC-specific university courses or other higher education courses, for certain extracurricular activities, or for professional experience.

Article 60. Academic effects

1. All credits earned by the student in official courses undertaken at any university, whether transferred, recognized or successfully completed to obtain the corresponding qualification, are included on the student’s transcript and reflected on the European Diploma Supplement.

2. Recognized credits are listed on the transcript with the mark earned at the school of origin, except in the following cases:

   a. When the recognized credits correspond to more than one subject, the average mark for the subjects is used.
   b. When bundled credits are recognized for basic training, the credits are not included in the calculation of the overall average mark for the transcript.
   c. When credits are recognized for participation in cultural, sport, student representation, charitable and cooperation-related university activities, they are listed with a mark of ‘apt’ and are not included in the calculation of the overall average mark for the transcript.
   d. When credits are recognized for professional experience and for UOC-specific courses, they are listed without any marks and, thus, are not included in the calculation of the overall average mark for the transcript.
   e. When minors are recognized, they are included with the average mark for all the subjects successfully completed to earn the minor.

Article 61. Financial effects

The recognition and transfer of credits under this title will have the financial effects provided for in the UOC’s Financial Regulations.

Article 62. Recognition of credits

1. The recognition of credits refers to the acceptance, within the framework of official or UOC-specific studies, of credits that, having been earned in official courses, whether at the UOC or another university, count towards the number of credits that must be completed to earn an official qualification. Likewise, credits may be recognized for other official higher education courses, university courses leading to other unofficial qualifications, and university activities not included in the curriculum for the current academic year. Professional experience may also be recognized for credit.

2. Under no circumstances will credits corresponding to bachelor’s degree final projects, university or UOC-specific master’s degree final projects, or postgraduate course final projects be eligible for recognition.

Article 63. Transfer of credits

1. The transfer of credits refers to the inclusion, in official academic documents accrediting the course completed by a student, of credits earned in other official courses undertaken previously at the UOC or other universities that did not count towards the corresponding official qualification.

2. Transferred credits do not count towards the number of credits that must be completed to earn the qualification and are recorded solely for information purposes.
3. For the transfer of credits, the same procedure described in Chapter III below for the recognition of credits shall apply.

Chapter II. Criteria for the recognition of credits

Section 1a. Recognition of credits in undergraduate programmes

Article 64. Undergraduate studies

Credits will be recognized in undergraduate studies in accordance with the following criteria:

I. When the previous official university course and the new undergraduate course belong to the same field:

a. Credits for basic training will be recognized in accordance with the following criteria, which will be applied hierarchically:

1. Submitted credits will be recognized when the knowledge and skills acquired under the previous curriculum are the same as those acquired in subjects included in the new undergraduate course curriculum; the number of credits recognized in this case will be limited to the number of credits that would have been earned for the recognized subject in the new undergraduate course curriculum (credits submitted in excess of the number of recognized credits will not give rise to any type of compensation or separate recognition).

2. Any credits corresponding to basic training subjects that are not recognized in accordance with the criteria set forth in the preceding paragraph will be recognized in bundles of at least six (6) basic training credits, indicating the relevant subject according to the following criteria:

i. For completed courses, all basic training credits in the same field of knowledge as the new undergraduate course curriculum will be recognized.

ii. For partially completed courses, all basic training credits submitted by the student in a single field of knowledge will be recognized, up to the maximum number of basic training credits for the same field of knowledge in the new undergraduate course curriculum.

iii. Should the student simultaneously submit basic training credits earned on different previous undergraduate courses, only the submission that is most beneficial to the student will be taken into account.

3. The maximum number of basic training credits that can be recognized in a single field of knowledge will be established by the undergraduate course for which the credits will be recognized.

4. The recognition of basic training credits between undergraduate courses in the same field will only be assessed once. Should the student submit additional credits from the same previous curriculum for recognition under the same new curriculum, only the similarity between the skills and knowledge attained in each course will be taken into account.

5. Students may choose to enrol on bundles of recognized credits or take basic training subjects in the corresponding subject matter. Once students have enrolled on all the bundled recognized credits, should they submit additional basic training credits, the number of credits will not be recalculated.

b. Compulsory and optional credits from an undergraduate course may be recognized depending on the similarity of the skills and knowledge to be attained under the previous and new curricula.

II. When the previous official university course is not in the same field as the new undergraduate course, the recognition of credits will depend solely on the similarity between the skills and knowledge attained under
the previous and new undergraduate course curricula. The number of credits recognized in this case will be limited to the number of credits that would have been earned for the recognized subject in the new undergraduate course curriculum; credits submitted in excess of the number of recognized credits will not give rise to any type of compensation or separate recognition.

**Article 65. Foreign university courses**

1. Foreign qualifications may also be considered for the purposes of recognition provided they have been officially recognized as equivalent to the corresponding official higher education qualifications in Spain, without prejudice to the terms of Article 8 above on admission to undergraduate studies.

2. Credits earned in studies leading to a foreign higher education qualification are eligible for recognition when they are equivalent to the skills and knowledge attained in the subjects of the curriculum for the undergraduate course for which the request is being made.

**Article 66. Official university qualifications under the former university system (LRU)**

Studies leading to an official university qualification under the former pre-EHEA Spanish university system (LRU) are eligible for recognition if the skills, knowledge and learning outcomes of the submitted official university courses are similar to those to be attained in the new undergraduate course. For the recognition of basic training credits, the criteria set out in Article 64 above shall apply.

**Article 67. Unofficial courses and professional experience**

1. Accredited professional experience and credits earned in university courses leading to other unofficial qualifications may be recognized for credit towards an official qualification.

2. Professional experience submitted for academic recognition must be related to the skills inherent to the qualification being pursued.

3. The total number of credits recognized for professional experience and unofficial university courses may not account for more than fifteen (15) per cent of the total number of credits included in the curriculum.

Once these credits have been recognized and the student has enrolled on them, they are listed on the transcript without a mark and, thus, are not included in the calculation of the overall average mark for the transcript.

If, as a result of the submission of professional experience and/or unofficial university courses, a number of credits in excess of this percentage is recognized, the student must choose which credits to include on the transcript so as not to exceed the aforementioned percentage. Once these credits have been included, they may not be modified.

4. In exceptional cases, the credits recognized from UOC-specific qualifications may exceed the percentage indicated in the preceding paragraph or, where applicable, be recognized in their entirety, provided the corresponding UOC-specific qualification has been phased out and replaced by an official qualification, and the validation report for the new official qualification so allows.

5. The following submissions will not be included in the calculation of the 15% limit established in paragraph 3 above:

   a. Subjects that are part of an official programme, but on which the student enrolled within the framework of the @teneu or a UOC-specific programme.
   b. Subjects provided for in the table of equivalences included in the reports on official courses, both from UOC-specific qualifications and as a result of national or international interuniversity agreements.
   c. Courses offered by Official Language Schools (or similar qualifications) or the UOC’s School of Languages.
Article 68. Recognition of academic credits for university activities

1. Students may earn a maximum of six (6) optional ECTS credits through the recognition of their participation in cultural, sport, student representation, charitable and cooperation-related university activities.

2. The recognition of ECTS credits may only be requested for university activities carried out while students are enrolled on the curriculum leading to the official university bachelor's degree for which they are requesting the recognition. Only university activities carried out in the 2007/08 academic year or later may be recognized for ECTS credits.

4. The list of university activities eligible for recognition for academic credit is provided in Appendix II of these regulations. Each year, the UOC’s Academic Committee reviews and updates the catalogue of university activities eligible for academic recognition.

Article 69. Mobility programmes and agreements

1. The external mobility of UOC students will be academically recognized according to the general mobility criteria for the qualification and the specific criteria of the specific mobility programme or mobility agreement.

2. For mobility activities to be recognized for academic credit, the study programme on which students intend to enrol, as well as, where applicable, any changes they wish to make to it, must be approved by the department’s mobility coordinator.

3. For the purpose of establishing equivalences between subjects, the overall educational value of the academic activities carried out will be used; subjects and programmes do not need to be identical.

4. The academic recognition of subjects passed within the framework of an external mobility period can be carried out as follows:

   4.1. By subject: the credits completed within a mobility programme or under a mobility agreement to which the UOC is a party can be recognized and included on the student's transcript if an equivalence can be established, in terms of knowledge and skills, with subjects from the student’s curriculum.

   4.2. As mobility credits: when there is no equivalence, the credits completed within a mobility programme or under a mobility agreement to which the UOC is a party must be recognized and included on the student’s transcript as mobility credits, based on the selection of subjects listed in the student’s academic agreement.

   4.3. Any subjects passed during the mobility period that are not recognized will be listed on the transcript and the European Diploma Supplement as transferred credits.

Article 70. Minors

1. Within the context of bachelor’s degree programmes, and in accordance with the number of credits envisaged for each one, the UOC offers students the option of enrolling on minors with a view to attaining skills belonging to a knowledge area other than the one corresponding to the bachelor’s degree course itself by taking optional subjects from other curricula. The University regularly approves the catalogue of minors available for each bachelor’s degree programme and publishes it on the Virtual Campus.

2. Once all the subjects included in a minor have been passed, the credits for the minor will be included on the bachelor’s degree transcript as recognized optional credits that count towards the degree.
3. Only one minor may be included per bachelor’s degree curriculum and only in accordance with the available credits established for each bachelor’s degree programme. The subjects for the minor must be taken and passed while the transcript for the bachelor’s degree programme is open. Subjects for minors from studies completed prior to the bachelor’s degree programme will not be recognized, unless they belong to minors applicable to adaptation processes aimed at bringing pre-EHEA (LRU) programmes into line with the EHEA.

4. If the minor is not fully completed, the subjects passed for it will not be eligible for recognition as optional credits. However, they will be recorded as transferred subjects and will be listed on the transcript and the European Diploma Supplement.

Section 2a. Recognition of credits in university master’s degree programmes

Article 71. Official university qualifications

1. Studies leading to official bachelor’s degrees are not eligible for recognition for credit in university master’s degree courses.

2. Studies leading to official university master’s degrees are eligible for recognition for credit when they are equivalent to the skills and knowledge to be attained in the subjects for the university master’s degree programme for which the request is made.

Article 72. Foreign university courses

1. The same criteria as set forth in Article 71 above will apply to foreign university courses.

2. Without prejudice to the terms of Article 10 on admission to university master’s degree studies, foreign master’s degrees that have been officially recognized as equivalent to the corresponding official higher education qualification in Spain may also be considered for the purpose of recognition, provided the skills and knowledge attained in the subjects are equivalent to those to be attained in the subjects of the new university master’s degree course.

Article 73. Courses under the former university system (LRU)

1. Studies leading to an official diploma or foundation degree in engineering or architecture are not eligible for the recognition of credits in university master’s degree courses.

2. Studies leading to an official pre-EHEA undergraduate degree (licenciatura), engineering degree or architecture degree are eligible for recognition for credit, provided they are equivalent to the skills and knowledge to be attained in the new university master’s degree course.

Article 74. Unofficial courses and professional experience

All applicable aspects of the recognition of credits for unofficial courses and professional experience are governed by the terms of Article 67 above.

Article 75. Mobility programmes and agreements

All applicable aspects of the external mobility of UOC students will be academically recognized in accordance with the conditions provided for in Article 69.

Section 3a. Recognition of credits in UOC-specific programmes
Article 76. Recognition of credits in UOC-specific programmes

For the recognition of credits in UOC-specific master’s degree courses and postgraduate and university extension diploma courses, the terms of section 2a above (articles 71 and 75) will apply, but not the 15% limit provided for in Article 67.3, cited in Article 74. For these programmes, the maximum number of credits that can be recognized for unofficial courses or for professional experience will depend on the specific characteristics of each programme. Professional experience eligible for recognition for academic credit must be related to the skills inherent to the programme. Under no circumstances will credits for the master’s degree final project or postgraduate final project be recognized.

Chapter III. Procedure for the assessment of prior studies

Article 77. Assessment of prior studies

The recognition or transfer of credits is requested by submitting an assessment of prior studies request, an academic process offering students a means of having their prior training recognized, whether it was completed at the UOC or at any other higher education institution.

Article 78. Committee for the Assessment of Prior Studies and Professional Experience

1. The Committee for the Assessment of Prior Studies and Professional Experience is the competent body for evaluating students’ prior studies assessment requests.

2. The Committee for the Assessment of Prior Studies and Professional Experience is made up of the vice president responsible for academic organization, who chairs it, and the University’s programme directors. The person responsible for this procedure at the University acts as secretary.

3. The Committee for the Assessment of Prior Studies and Professional Experience has the following functions:

   a. Assess the similarity between the skills, knowledge and learning outcomes of the submitted studies and the new curriculum, in accordance with the University's academic regulations and the general provisions on this matter.
   b. Assess the academic recognition of professional experience.
   c. Decide on students’ assessment requests.
   d. Ensure fulfilment of the criteria for the recognition and transfer of credits approved in these regulations.
   e. Address the arguments put forward in each student's appeal when writing its decisions
   f. Any other function with which it may be tasked in relation to the recognition of credits.

Article 79. Prior studies assessment request

1. Credits may only be recognized and transferred by means of a prior studies assessment request submitted in accordance with the channels and deadlines established to this end by the University. Students may submit as many prior studies assessment requests as they consider necessary.

2. Prior studies assessment requests will not be reviewed until students have completed the following steps:

   a. Entered the information concerning the prior studies in the prior studies assessment application, providing all requested details (name of subject, number of credits, subject type, mark, exam sitting and duration).
   b. Paid the fee for this academic procedure.
   c. Submitted the requisite documents for at least one of the courses included in the request.
3. When a table of equivalences is available for the previous and new curricula, the student will be shown a simulation of the recognized credits upon submitting the request. This simulation is not binding and has no bearing on the final decision of the Committee for the Prior Assessment of Studies.

**Article 80. Fee for the prior studies assessment request**

1. Prior studies assessment requests are subject to a fee, pursuant to the terms of the University’s Financial Regulations.

2. Students who meet any of the conditions qualifying them for a discount or waiver of the fee for this academic procedure must accredit this situation pursuant to the terms of the University’s Financial Regulations.

3. The fee for the prior studies assessment request will be waived for students whose request includes only courses completed at the UOC.

**Article 81. Requisite documents for the prior studies assessment request**

1. If the prior studies submitted for assessment were completed at the UOC, no documents need to be submitted with the prior studies assessment request.

2. If the prior studies submitted for assessment were completed at any other university, the following documents must be included with the request for each submission:
   
   a. Original transcript or attested copy thereof, including the subjects, the marks earned, the number of credits, the subject type, the exam sitting and the year the studies were passed, whether or not the entire course was finished. Should the marking system be other than that established in Spanish Royal Decree 1125/2003, of 5 September, the transcript must include an explanation of the system used at the university of origin.

   b. Attested copy of the degree certificate, if the submitted prior studies were completed.

   c. When no table of equivalences is available, or should the table indicate that the syllabus for a given subject is not available, a copy of the syllabus for each successfully completed subject bearing the seal of the university of origin.

   d. Proof of payment of the prior studies assessment request fee, for all submitted prior studies.

   e. Prior studies assessment request confirmation form, for all submitted prior studies.

3. If the prior studies were completed at a foreign institution, all submitted documents must be duly authenticated or, where applicable, bear the apostille provided for under the Hague Convention of 5 October 1961, except when issued by an EU member state. Moreover, if the original documents are not in Catalan, Spanish or English, they must be legally translated by a sworn translator, by a Spanish diplomatic or consular office abroad, or by the diplomatic or consular office in Spain of the country of which the student is a citizen or, where applicable, of the country of origin of the relevant document.

**Article 82. Prior studies assessment decision**

1. Prior studies assessment requests deemed to be valid are assessed and decided by the Academic Recognition Committee in accordance with the criteria and tables established for each recognition application period.

2. Decisions regarding prior studies assessments will be communicated to students by e-mail at their UOC addresses. Students may also see the decision by accessing their transcript.

3. Based on the credits recognized in the prior studies assessment decision, students may decide whether to include the recognized credits on their transcript or enrol on the corresponding subjects. Once students have enrolled on the recognized credits and included them on their transcript, the recognition of these subjects may not be modified.
4. Students will have a period of fifteen (15) calendar days from the processing of the prior studies assessment request to pay the corresponding fee and submit the requisite documents.

5. Should they fail to pay the fee or submit the documents by this deadline, the prior studies assessment request will be considered invalid. Students will need to submit a new request in the next prior studies assessment period to have the assessment done.

6. The financial consequences of having a prior studies assessment request deemed invalid due to failure to submit the necessary documents by the established deadline despite having paid the relevant fee are as established in the UOC’s Financial Regulations.

**Article 83. Appealing a prior studies assessment decision**

1. Once students have been notified of the prior studies assessment decision, they have a period of seven (7) calendar days to appeal it.

2. The appeal may only make reference to the valid submissions included in the student’s prior studies assessment request.

3. The decision regarding the student’s appeal is considered final and no further appeals may be filed against it.

**Article 84. Validity of the prior studies assessment decision**

The prior studies assessment decision is applicable to the new curriculum for which the request was made and will remain valid, for the purposes of including the recognized subjects on the transcript, for as long as the transcript for the new curriculum is open. Once students have enrolled on the recognized credits and included them on their transcript, the recognition of these subjects may not be modified.

**Chapter IV. Procedure for the academic recognition of professional experience**

**Article 85. Academic recognition of professional experience**

1. Pursuant to the terms of Article 6.2 of Spanish Royal Decree 1392/2007, of 29 September, the UOC offers its students the option of having professional experience recognized for academic credit.

2. Each year, the University will determine which subjects will be eligible for the recognition of credits based on professional experience for each programme, as well as the requirements and documents to be submitted and any exams that, where applicable, must be sat and passed.

**Article 86. Request for the academic recognition of professional experience**

1. The recognition of credits for professional experience is carried out by submitting a request in accordance with the channels and deadlines established to this end by the University.

2. Requests for the recognition of professional experience will not be reviewed until students have completed the following steps:

   a. Indicated the qualification towards which the experience is to be recognized and the position for which the recognition of professional experience is being requested.
   b. Paid the fee for this academic procedure.
3. When so established as a requirement for the recognition of professional experience the student must sit and pass the corresponding tests.

**Article 87. Documents required to request the academic recognition of professional experience**

1. Requests for the academic recognition of professional experience must be accompanied by the necessary documents to accredit the experience, in accordance with the terms established by each programme. The UOC will update the tables for the academic recognition of professional experience each year.

2. Professional experience can be accredited by any of the following means:
   
   a. Original or attested copy of the student's employment history (*vida laboral*) from the General Treasury of Spanish Social Security (TGSS from Spanish).
   b. Photocopy of the employment contracts or appointment.
   c. Original or copy of the company certificates specifying the functions and activities carried out.
   d. Attested copy of the professional certificate.
   e. For students who are self-employed, original or copy of the certificate from the General Treasury of Spanish Social Security in the corresponding special category and a description of the activities carried out.

**Article 88. Decisions regarding the academic recognition of professional experience**

1. Requests for the recognition of professional experience are assessed and decided by the Committee for the Assessment of Prior Studies and Professional Experience. Where applicable, in light of the specificity or requirements of a given assessment, a specific committee may be appointed to decide on the request.

2. The decisions regarding requests for the recognition of professional experience, the validity thereof, and appeals against them are governed by the same conditions as set out in Articles 82, 83 and 84, respectively, above.
TITLE V. ASSESSMENT

Chapter I. General provisions

Article 89. Purpose and scope of application

This title establishes the criteria to govern assessment of the learning process at the UOC and assure the quality and academic rigour of its programmes. This title is applicable to students of the UOC’s educational programmes, whether official or UOC-specific, regardless of the duration thereof and the resulting qualification.

Article 90. Assessment at the UOC

1. Assessment at the UOC is organized around continuous assessments (CAs) and final assessments (FAs). CAs are carried out by means of continuous assessment tests (CATs), whereas FAs are carried out through final assessment tests (FATs). Specific assessment models have also been generally established for external internships and bachelor’s degree, master’s degree and postgraduate course final projects (FPs). The specific assessment model for each subject is established each semester in the learning plan.

2. The learning plan for each subject defines:
   
a. The assessment model, the scheduled assessment activities, and the assessment calendar.
   
b. The general criteria for assessment, correcting and marks, as well as the applicable weighting formulae.

3. The information on the assessment process will be published prior to the enrolment period using the standard communication channels at the UOC.

Article 91. Continuous assessment

1. Continuous assessment (CA) is the cornerstone of the UOC’s educational model and is applicable to all subjects included in the training programmes the University offers. To successfully complete a CA, students must complete and pass the series of CATs defined in the learning plan. The CA for each subject is tailored to match the specific learning outcomes, skills, content and teaching load thereof.

2. CA may be established as the only assessment model for passing a subject or as an integral part of an assessment model that also includes an FAT.

3. The learning plan defines the minimum criteria and the CAT submission calendar. At all times, to qualify as having undergone the CA, students must complete and submit at least 50% of the CATs.

4. Practicals are a distance assessment activity that can be included as part of the CA or FA of a subject and can be used with all the assessment models. The mark earned on the practicals is combined with the CA mark or FAT mark, as applicable, to calculate the final mark for the subject in accordance with the method set out in the learning plan.

Article 92. Final assessment

1. To successfully complete the FA, where applicable, students must sit and pass an FAT. The UOC offers various FAT formats to accommodate the objectives and methodology of each subject. The FAT model for each subject is established in the corresponding learning plan.

2. The following types of FATs are used:
a. **Validation tests (VTs).** This test is designed to validate the mark earned by the student on the CA. In order to sit the VT, students must have passed the CA in accordance with the criteria set out in the learning plan. The VT is a classroom test.

b. **Synthesis tests (STs).** This test aims to complete the assessment process by assessing the achievement of the desired learning outcomes and the acquisition of the skills and content covered by the subject. In order to sit the ST, students must have passed the CA in accordance with the criteria set out in the learning plan. The ST can be designed as both a classroom and online test. Online STs consist of a final activity or synthesis assignment to be completed by the student in a given time period that will not necessarily coincide with the sittings and times of the classroom FATs, but will always be set in accordance with the marking calendar defined for each academic year.

c. **Exams (EXs).** This type of test aims to provide a thorough, overall assessment of the achievement of the subject’s desired learning outcomes. It can be designed as an online or classroom test, in accordance with the subject’s learning plan, as well as for all students or only those who have undergone and passed the CA.

3. The different combinations of CAs and FATs give rise to the different **assessment models** used at the UOC, which are described in Appendix III.

4. **“Benchmark” assessments.** Where so established in a programme, whether official or UOC-specific, the skills acquired in different subjects can be assessed jointly, using any of the assessment methods and/or tests provided for in these regulations. By passing the “benchmark” assessment, students will pass the subjects subject to assessment.

5. Given the variety of FA models, and in order to ensure utmost rigour and quality in the assessment process, support and reference materials may not be used during classroom FATs. Only in those cases where it is absolutely essential may the materials or resources expressly stated in the question for the FAT be used, in any of the formats that the UOC offers students.

### Chapter II. The final assessment process

#### Article 93. Final test sittings

1. FATs are held at the end of each semester over a period of at least eight (8) calendar days. All subjects offer at least two FAT sittings per semester. VTs and STs are offered in eight (8) time slots per sitting; EXs are offered in four (4) time slots per sitting.

2. Students may choose the sitting and centre for the FATs for the subjects on which they are enrolled from amongst the different possibilities offered by the University using the personal exam form.

3. The personal exam form must be customized by the deadlines established in the UOC’s academic calendar. Once the personal exam form has been closed, it will be binding, and the student undertakes to sit the FATs at the chosen sittings and centres. Changes to the sitting or centre will only be allowed on justified and duly accredited grounds, pursuant to the terms of paragraph 5 below.

4. Students are responsible for preventing overlaps between the final tests for the subjects on which they enrol. To this end, the UOC provides them with the FAT times for each subject to consult when processing their enrolment each semester.

5. In the following exceptional cases, the University may approve student requests to sit overlapping exams within the context of the final test sittings:

   a. When all possible combinations result in an overlap in the date and time of the sitting of two or more FATs on the personal exam form (provided the student has not exceeded the maximum course load per semester, in accordance with Article 23 above), for any of the following, duly justified and documented reasons:
• Work-related reasons.
• Competitive examinations for official bodies or other work-related exams.
• Medical procedures or surgery scheduled during the final test sittings.
• When the tests are for the last subjects the student must pass to earn the corresponding qualification.

b. When students are unable to attend the sitting they have been assigned for the final tests for any of the following unforeseen, duly justified and documented reasons:

• Illness of the student on the day of the tests.
• Hospitalization (including home hospitalization) of the student, the student's spouse or legally registered partner, or a first-degree relative.
• Work-related reasons.
• Death of the student's spouse or legally registered partner or of a first- or second-degree relative.

6. Overlapping tests, once they have been duly justified, documented and authorized, will be sat in accordance with the following criteria:

1. If the FATs for two subjects overlap, the student will have to sit them consecutively without leaving the classroom.
2. If one of the tests is scheduled for the final morning or afternoon sitting, one of the tests will have to be moved up to the previous sitting, and the student will have to sit both tests consecutively without leaving the classroom.
3. If the tests for three or more subjects overlap, the student will have to sit the tests consecutively without leaving the classroom.
4. Under no circumstances may assessment tests scheduled in the morning be sat in the afternoon or vice versa.

7. All information regarding the centres where the on-site FATs will be held and the location thereof will be published on the Virtual Campus sufficiently in advance of the start of the final test period.

8. For identification purposes, students sitting FATs will be required to show their Spanish national ID card (DNI), passport, residence card, or driving licence.

9. Upon completing a classroom FAT, students may request an official document accrediting their attendance. This document will only be issued on the day of the test and for the tests sat that day, before the student has left the exam room.

Article 94. Final assessment in special circumstances

1. Students meeting any of the following conditions may exceptionally request not to take the FATs in the classroom, provided they have passed the CA:

a. Students who permanently reside abroad; this exception does not apply to students permanently or temporarily residing in the Principality of Andorra. Notwithstanding the above, the UOC may require students permanently residing abroad to sit at least one classroom or, at least, synchronous FAT over the course of their university studies. This requirement may be met, for example, through the synchronous defence of the bachelor’s or master’s degree FP, or through the establishment, within the training programme, of subjects (or groups of ‘benchmark-based’ subjects) that include a compulsory classroom exam.

b. Students residing temporarily in a foreign country for work-related reasons, international adoption processes, or under a study grant, for a maximum of two consecutive semesters.

c. Students with a disability or special needs who are unable to travel to the exam centre, in accordance with the criteria established by the UOC’s Accessibility Committee.
Students permanently residing overseas (paragraph a) and students with disabilities or special needs (paragraph c) only need to submit the request once, including the documented information offering proof of the situation; the authorization they receive will be valid for all semesters spent at the UOC. Students temporarily residing abroad (paragraph b) must submit the request for each semester spent abroad and may not submit it for more than two consecutive semesters.

Students residing abroad (permanently or temporarily) who, despite having submitted the request to sit the tests online, are in Spain on the dates of the tests must notify the UOC of this circumstance and sit the tests in the classroom. Students who breach this rule will receive a mark of ‘fail’ and will be denied authorization due to residence abroad in future, in addition to receiving any applicable disciplinary sanctions that may apply in accordance with the UOC’s Code of Rights and Responsibilities.

When requesting the exception, documentary proof must be provided of the circumstances provided for in paragraph 1 above. Misrepresentation or falsification of the documents submitted as proof of the circumstances will give rise to the corresponding disciplinary sanction in accordance with the UOC’s Code of Rights and Responsibilities.

2. Students who are unable to sit the FAT in any of the sittings they have chosen due to hospitalization (including home hospitalization) of the student, the spouse or legally registered partner, or a first-degree relative, or due to the death of the spouse or legally registered partner or of a first- or second-degree relative, may sit the exams for these subjects the next semester in which they are offered without the need to process the corresponding enrolment. In these cases, the final mark earned on the CA, where applicable, is saved and combined with the mark earned on the FE.

For subjects with practicals, students must have passed the practicals to qualify for this option.

3. In duly justified cases, and at the proposal of the directors of the corresponding programme, the vice president’s office responsible for academic organization may decide to offer the student the possibility of earning the final mark for the subject by another means.

Article 95. Assessment of final projects and external internships

1. Final projects, both for official and UOC-specific programmes, must be publicly defended before an assessment committee, as established in the learning plan for each subject. Postgraduate final projects are assessed in accordance with the terms of the learning plan.

The assessment committee will have at least three (3) members, including the lecturer in charge of the subject and the final project supervisor.

2. External academic internships are assessed by means of the submission of a final report, in accordance with the terms of the learning plan.

3. Students with disabilities are entitled to reconcile the undertaking of final projects and external internships with personal circumstances arising as a result of their disability or in relation to it. The University and the host organization are bound to facilitate this reconciliation for disabled students.

Chapter III. Marks

Article 96. Continuous assessment marking system

1. To qualify as having undergone the CA, students must complete and submit at least fifty per cent (50%) of the CATs. Students who fail to meet this requirement will be awarded the mark of ‘absent’ (Ab.).
The following marks are used for the AC and apply to both the CATs and the final mark for the AC:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Very high mark</td>
<td>Passes</td>
</tr>
<tr>
<td>B</td>
<td>High mark</td>
<td>Passes</td>
</tr>
<tr>
<td>C+</td>
<td>Pass</td>
<td>Passes</td>
</tr>
<tr>
<td>C−</td>
<td>Low mark</td>
<td>Does not pass</td>
</tr>
<tr>
<td>D</td>
<td>Very low mark</td>
<td>Does not pass</td>
</tr>
<tr>
<td>Ab.</td>
<td>No mark awarded</td>
<td>Does not pass</td>
</tr>
</tbody>
</table>

2. The final mark for the CA is completed with an equivalent numerical mark in accordance with the following equivalences:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>9/10</td>
</tr>
<tr>
<td>B</td>
<td>7/8</td>
</tr>
<tr>
<td>C+</td>
<td>5/6</td>
</tr>
<tr>
<td>C−</td>
<td>3/4</td>
</tr>
<tr>
<td>D</td>
<td>0/2</td>
</tr>
<tr>
<td>Ab.</td>
<td>No mark awarded</td>
</tr>
</tbody>
</table>

3. Students are informed of their final mark on the CA before the FAT. In accordance with the assessment model provided for in the learning plan, this marks determines the type of FAT that the student must sit, where applicable, to pass the subject.

**Article 97. Final assessment test marking system**

1. The VT is intended to validate, where applicable, the mark earned on the CA. When the CA mark is validated, the final mark for the subject is the same as the mark for the CA. When the subject is not validated, it will be marked as failed.

2. STs are given numerical marks between zero (0) and ten (10), with one decimal place.

3. EXs are marked with numerical notes between zero (0) and ten (10), with one decimal place.

4. The FAT scores are published by the deadlines established in the academic calendar.

**Article 98. Final subject marks**

1. The final mark for the subject is the result of the marks earned on the CA and/or the FAT, depending on the assessment model established for each subject (Appendix III). Assessment models are established in the learning plan for the subject on a semesterly basis and may vary from one semester to the next.

2. Final marks are published by the deadlines established in the academic calendar. Students’ transcripts show the marks received on the CA, the FAT and the final numerical score resulting therefrom, along with the equivalent mark of ‘distinction’, ‘excellent’, ‘good’, ‘pass’ or ‘fail’, in accordance with the following table:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>9.0 to 10</td>
</tr>
<tr>
<td>Excellent</td>
<td>9.0 to 10</td>
</tr>
<tr>
<td>Good</td>
<td>7.0 to 8.9</td>
</tr>
<tr>
<td>Pass</td>
<td>5.0 to 6.9</td>
</tr>
<tr>
<td>Fail</td>
<td>0.0 to 4.9</td>
</tr>
<tr>
<td>Absent</td>
<td>No mark awarded</td>
</tr>
</tbody>
</table>
3. The mark of ‘distinction’ may be awarded to students who have earned a mark equal to or greater than nine (9). The mark of ‘distinction’ may not be awarded to more than five per cent (5%) of the students enrolled on the class each semester. If the number of students enrolled is less than twenty (20), only one ‘distinction’ may be awarded.

4. Practicals may be designed as part of the CA or FA of a subject and can be combined with all the CA and FAT assessment models. The mark earned on the practicals is combined with the CA and/or FAT mark to calculate the final mark for the subject, in accordance with the weighting formula established in the learning plan.

5. Subjects undertaken during a mobility period are marked in accordance with the certificate issued by the host university, which the student must submit to the UOC. Where it is not possible to establish a direct equivalence between the mark earned by the mobility student and the UOC’s marking system, an equivalence system based on other levels of education will be applied.

6. For UOC-specific postgraduate qualifications, an overall mark for the course may also be awarded.

**Article 99. Review of marks**

1. Students are entitled to request the review of the correction and mark awarded for FATs and of the final mark for the subject.

The review of the final mark for the CA may only be requested when it is the sole grounds for assessment for the subject (without a FAT); except for this case, CAT marks and the final mark for the CA are not subject to review.

2. The review request must be made by the deadline indicated in the academic calendar and using the tools provided for this purpose on the Virtual Campus.

3. Students must appeal the tutor’s review decision in accordance with the procedure explained on the Virtual Campus and by the deadline established in the academic calendar. To this end, they must submit their arguments to the lecturer in charge of the subject, who will respond by the deadline established in the academic calendar. This decision will mark the end of the student's assessment process.

4. The correction and marking of final projects and external internships may be reviewed only once, in accordance with the deadlines established in the academic calendar and with the tools provided for this purpose on the Virtual Campus. This decision will mark the end of the student’s assessment process.

5. The overall marks awarded for UOC-specific postgraduate qualifications are also subject to review. The review request must be submitted to the programme director, in accordance with the deadlines and tools established for this purpose. The review decision will mark the end of the student’s assessment process for the programme.

6. All requests for the review of a mark must be duly justified. Requests for the review of a mark that do not give the reasons for the request will not be accepted.

**Article 100. Assessment sittings**

1. Students are entitled to be assessed for all subjects on which they enrol, provided they are up to date on their enrolment payments.

2. Students have a total of four sittings to pass each subject. Enrolment on a subject entitles students to one assessment sitting per semester.

3. For the sitting to count, the student must attend the sitting for the FAT. When students do not attend the sitting, their absence will be recorded on their transcript along with the mark of ‘absent’; however, under no circumstances will they forfeit their right to sit the exam. Students who attend the FAT sitting, but explicitly
renounce the test within the first thirty (30) minutes of the sitting, are marked as ‘absent’ with the same
effects as if they had not attended. For subjects with compulsory practicals or that use the CA as the sole
grounds for assessment, the terms of the learning plan for the subject will apply and, thus, they will only be
marked as ‘absent’ if they fail to submit the minimum number of CATs or compulsory practicals specified in
the learning plan. In this case, the classification as ‘absent’ will not entail the loss of the sitting.

4. Students who use all of the sittings without passing the subject may request authorization to continue
with the subject, submitting the arguments they deem relevant. The request will be assessed and decided
by the programme’s directors, once they have received authorization from the counsellor and from the
lecturer in charge of the subject.

Students who are granted continuity on the subject will be given an extraordinary sitting to try to pass the
subject, which will be used when they process the corresponding enrolment.

Article 101. Irregular conduct in the assessment

1. The UOC’s assessment process is based on students’ personal work and presumes that all exercises
done are students’ own, original work.

2. In the case of irregular conduct in the assessment process, the lecturer in charge of the subject (when it
occurs within the scope of a single subject) or the programme director (when it occurs within the scope of
multiple subjects) will assess the students’ actions and decide on the corresponding mark.

3. The following conducts in relation to the CATs and FATs (including the bachelor’s degree, master’s
degree and postgraduate course FPs) will lead to the mark of ‘fail’ (D/0):

   a) Copying or plagiarism during the sitting for the CAT or FAT.
   b) Use of a false identity during the sitting of the CAT or FAT.
   c) Fraudulent attempt to earn a better academic result during the sitting of the CAT or FAT.
   d) Assisting, abetting or encouraging copying in the CAT or FAT.
   e) The use of unauthorized material or devices during the FAT.
   f) Misrepresentation or falsification with regard to the student’s permanent or temporary residence
      abroad or to the special needs declared by the student in order to qualify for an exceptional final
      assessment.
   g) Failure to follow the instructions given by the examiner or the basic rules of conduct during the FAT
      sitting.

Moreover, when this conduct occurs during classroom FAT sittings, students may be expelled from the
classroom, and the examiner will record all aspects and information related to the case.

4. Except where otherwise provided for in the learning plan for the subject, a mark of ‘fail’ (D) on a CAT will
disqualify students from passing the CA and necessarily require them to sit the classroom exam (where one
exists) to pass the subject.

5. Students will receive a written warning from the academic director reminding them of the unacceptable
nature of their actions. Insofar as this conduct constitutes a violation of the UOC’s Code of Rights and
Responsibilities, it may give rise to the initiation of a disciplinary procedure and to the corresponding
sanction.
TITLE VI. ISSUE OF CERTIFICATES AND CERTIFICATIONS

Chapter I. Official degree certificates

Article 102. General provisions

1. The official university degree certificates are those for bachelor's degree courses, university master's degree courses and doctoral courses, and they are valid throughout Spain.

2. The UOC follows the rules of organization and procedure for official university certificate registers, taking into account the principle of coordination with the Spanish Ministry of Education's National Register of Official University Graduates.

3. The format and content of official university degree certificates are as provided for under current law.

4. The official certificates for university courses in Catalan are issued in Catalan and Spanish; the official certificates for university courses in Spanish are only issued in Spanish.

Article 103. Certificate request

1. Once the university studies leading to the award of an official certificate have been successfully completed, the University closes students’ transcript and notifies them that they may request the certificate in question.

2. Students needing to submit the syllabuses of the subjects they took at the UOC for the purposes of authenticating their official university certificate must submit the request through the Virtual Campus and pay the corresponding fee.

3. Students must request the certificate by means of the Virtual Campus, attaching the documents provided for in paragraph 4 below. Should the student fail to submit the necessary documents by the stated deadline, the request will not be processed. The financial consequences of processing a new certificate request are as established in the UOC’s Financial Regulations.

4. In order to request the certificate, interested parties must provide proof of their identity in the form of a photocopy of their Spanish ID card (DNI) or passport, which must be valid on the date of the request.

5. Once the request for the official certificate has been accepted, and payment of the certificate issue fee has been confirmed, the UOC will automatically issue a receipt for payment of the issue fees, which will include all the essential information to appear on the corresponding official qualification.

At the student’s request, the UOC will also issue a provisional degree certificate to be used in place of the official certificate with the same legal effect. This provisional certificate will include all the essential information to appear on the corresponding official certificate and will be signed by the University’s president or, where applicable, his or her proxy, whose signature will be recognized by the ministry with jurisdiction over universities.

6. The receipt for payment of the issue fees and, where applicable, the provisional degree certificate are sent by ordinary post to the regular address indicated by the student on the Virtual Campus. The receipt and certificate are issued in two languages: Catalan and Spanish.

Article 104. Delivery of the certificate

1. Once the competent ministry has validated the certificates, students are informed that they must choose, by the deadline established in the UOC's academic calendar, where to have their official university degree certificate delivered to from amongst the following options:
a. Any of the UOC’s regional network centres.
b. Any of the competent ministry’s regional or local offices.
c. Consular office or consular section of a Spanish embassy abroad. Students choosing a Spanish consular office abroad as their preferred delivery point must provide the University with the exact address of the chosen consular office.

2. Students may modify their initial choice throughout the established period for informing the University of their preferred delivery point. The official university certificate will be delivered to the delivery point on record upon conclusion of this period.

3. By default, official university certificates are delivered to the UOC’s secure storage facility.

4. Once the certificate has been sent to the chosen delivery point, students are notified that they can retrieve it.

5. If the chosen delivery point is one of the UOC’s regional network centres, students will have a period of one year, as of the date of the aforementioned notification, to retrieve their official university degree certificate. Upon conclusion of this period, the official university qualification will be deposited at the University’s secure storage facility.

6. If the chosen delivery point is a regional or local office of the competent ministry or a consular office or consular section of a Spanish embassy abroad, that location will be responsible for storing the certificate until it is retrieved by the student.

7. The official university certificate will be stored for a period of five (5) years, as of the date of issue, by the student’s chosen delivery point. Should the student fail to retrieve the official university certificate within this period, the terms of the applicable law in force will apply.

8. To retrieve the official university certificate, students will have to identify themselves using the same type of valid document used to have the certificate issued and they will need to sign the official certificate itself and the certificate of delivery. If the official certificate is retrieved by an authorized third party, the third party must provide proof of ID in the form of a valid Spanish national ID card (DNI) or passport, submit an attested copy of the notarized deed authorizing the third party to retrieve the certificate on behalf of the holder, and sign the certificate of delivery.

9. Should the student pass away before the official certificate can be retrieved, the student’s closest relatives may retrieve it. In this case, the student’s closest relatives must provide an attested copy of the student’s death certificate, offer proof of their relationship to the student, and provide the provisional degree certificate.

Article 105. Issue of duplicates

1. In the event of the loss, theft, total or partial destruction or rectification of the content of the degree certificate, the student must request the issue of a duplicate certificate by means of the Virtual Campus and pay the corresponding fees.

2. The cost of the issue fee for the duplicate official certificate and, where applicable, of the announcement to be published in the *Official Spanish Gazette (BOE)* referred to in paragraph 3 below, will be borne by the student, unless the cause of the loss, theft, destruction or rectification of the official certificate is attributable to the UOC. In that case, the process for the issue of the duplicate will be initiated without the need for the student to pay any amount whatsoever.

3. In the event of the loss or theft of the certificate, an announcement must be published in the *Official Spanish Gazette (BOE)* for the purpose of facilitating, where applicable, the necessary claims. Should no claims be made within a period of thirty (30) days as of the date of publication of the announcement, the process for the issue of the duplicate will be begun. The UOC will process the submission of the announcement to be placed in the BOE once the student has paid the announcement fee.
4. In the event of the rectification of information affecting the content of the certificate (details included in the certificate, such as the name or nationality of the holder, etc.), the student must submit the official document confirming this rectification. If the need to rectify the original certificate is due to errors in the details provided by the student to the UOC, the grounds for the rectification will be considered attributable to the student.

Name changes due to rectifications of the entry for a person’s sex at the Registry Office are not considered grounds attributable to the student.

5. The award of a special prize (*premi extraordinari*) also gives rise to the issue of a duplicate. In this case, the student must request the issue of the duplicate by means of the Virtual Campus, but will not need to pay any amount for the issue fees.

6. The UOC will not issue duplicate official certificates due to rectification, the partial destruction thereof or special prizes until it has received the original certificate or the portion thereof enabling its identification.

Chapter II. European Diploma Supplement

Article 106. General provisions

1. The European Diploma Supplement is a document appended to all official university degree certificates. The European Diploma Supplement contains standardized information, personalized for each university graduate, on the studies completed, the results obtained, the professional skills acquired and the level of the qualification in the respective national higher education system.

2. The UOC keeps records of the supplements it issues in its Official Degree Certificates Registry.

3. A European Diploma Supplement may only be issued when the student has completed the studies leading to an official university degree. For unfinished official university studies, only a certificate of studies will be issued, containing the content defined for the relevant supplement model.

4. In the case of joint curricula offered by multiple Spanish universities leading to the award of a single official university degree valid throughout Spain, a single supplement will be issued. In the case of joint curricula offered by Spanish and foreign universities leading to a double degree, the Spanish university will issue a single supplement, which will contain the details of the double degree.

Article 107. European Diploma Supplement request

1. Accepted requests for official degree certificates simultaneously include the issue of the European Diploma Supplement.

2. Requests for the European Diploma Supplement submitted separately from the request for the corresponding official degree certificate will only be processed if the request for the official certificate has been accepted and the corresponding European Diploma Supplement issue fee has been paid. Requests for the issue of a European Diploma Supplement must be made through the Virtual Campus.

Article 108. Delivery of the European Diploma Supplement

The European Diploma Supplement is delivered by registered post to the regular address previously indicated by the student on the Virtual Campus.

Chapter III. UOC-specific certificates
Article 109. General provisions

1. UOC-specific certificates are those certificates corresponding to programmes approved by the Governing Council, pursuant to the terms of Article 34.1 of Organic Law 6/2001, of 21 December, on universities.

2. The following certificates are included within the framework of UOC-specific certificates: bachelor's degree (bàtxel·lor) certificate, UOC-specific master's degree certificate, postgraduate diploma, university extension diploma, certificate of basic university studies (certificat d'estudis universitaris bàsics, CEUB), certificate of initial university studies (certificat d'estudis universitaris inicials, CEUI), specialization certificate, and other lifelong learning certificates.

3. In light of the admission requirements provided for in Article 13 above, students who successfully complete a UOC-specific master’s degree or postgraduate diploma course at the UOC and are unable to offer proof that they hold an official university degree will be issued a university extension diploma with the programme’s name.

4. The UOC keeps records of the UOC-specific degree certificates it issues in a separate university registry from its registry of official degree certificates issued by the UOC.

5. UOC-specific degree certificates will be issued with the approved format and content. For UOC-specific bachelor’s and master’s degree courses, it will also issue a certificate of studies with the content of the supplement provided for in Article 106 above, in accordance with the same conditions.

Article 110. Request and delivery of the certificate

Once the studies leading to the award of a UOC-specific qualification have been successfully completed, the University will issue the corresponding degree certificate. UOC-specific certificates are sent by registered or ordinary post, as established by the University, to the regular address indicated by the student on the Virtual Campus.

For certain types of UOC-specific certificates, students may ask any UOC regional network office to print a copy.

Article 111. Content of the certificate

1. The front of the certificate must always include at least the following content:
   a. The official UOC logo.
   b. The signature of the UOC president.
   c. The type of UOC-specific qualification with the name of the programme and the number of credits.
   d. The student's name and surnames, as they appear on the student's Spanish ID card (DNI) or passport.
   e. Place and date of issue of the UOC-specific certificate.

When the certificate is issued jointly with one or more other universities, it must also include the logos thereof and the signatures of their respective presidents.

2. UOC-specific certificates corresponding to courses taught in Catalan are issued in Catalan and Spanish, while UOC-specific certificates corresponding to courses taught in Spanish are issued in Spanish, except for certificates for master’s degree and postgraduate courses, which are issued in Catalan and Spanish.

Chapter IV. Academic certifications
Article 112. Letter of acceptance

1. The letter of acceptance is the official document accrediting that the student’s application to enrol on official university studies at the UOC has been requested.

2. This letter is issued at the student’s request, is signed by the University's president, and is despatched by post to the address indicated by the student on the Virtual Campus.

Article 113. Personal transcript

1. The personal transcript is the official document issued by the UOC, at the student’s request, accrediting the status of the student's academic transcript at the time the certificate is requested.

2. The personal transcript will include the following information, as applicable:
   a. The student’s name and surnames.
   b. The student's Spanish national ID (DNI) number.
   c. The curriculum completed.
   d. The subjects taken, including the marks earned, the exam sittings, the subject type, and the number of credits.
   e. The number of credits.
   f. The milestones reached.
   g. The overall average mark for the transcript.
   h. The date of issue.

3. The transcript is signed, where applicable, by the University's president or his or her proxy, whose signature will be recognized by the ministry with jurisdiction over universities.

4. To request a transcript, students must submit proof of payment of the associated fee.

5. Personal transcripts are sent by post to the address entered by the student on the Virtual Campus.

Article 114. Official transcript

1. Official transcripts are issued when students request the transfer of their transcript to another university.

2. Official transcripts include the following information:
   a. The student’s name and surnames.
   b. The student's Spanish national ID (DNI) number.
   c. The means by which the student was admitted to the University.
   d. The curriculum completed.
   e. The subjects taken, including the marks earned.
   f. The exam sittings.
   g. The subject types.
   h. The number of credits.
   i. The milestones reached.
   j. The date of issue.

3. The transcript is signed by the UOC president’s proxy for such matters, whose signature is recognized by the competent ministry.

4. To request an official transcript, students must submit:
   a. Proof of payment of the associated fee.
   b. Letter of acceptance or document accrediting the student’s enrolment at the new university.
5. Official transcripts are despatched to the student’s new university by post, together with attested copies of the admission documents and, where applicable, of any previous transferred transcripts.

Article 115. Accreditation of external academic internships

For the accreditation of external academic internships completed by students, the criteria set forth in the title governing final projects, practicums and external internships shall apply.

Article 116. Certificate of attendance

1. A certificate of attendance is a document issued by the UOC, at the student’s behest, certifying that the student sat a classroom final assessment test at a given sitting and final assessment test site.

2. The certificate of attendance is issued when the final assessment test is being sat and signed by the examiner or the director of the test site where the test is being given.
First additional provision. Language usage

The language of instruction on the Catalan campus is Catalan. Thus, the questions for continuous assessment tests, the questions for final assessment tests and the related UOC-generated learning resources will be in Catalan. This notwithstanding, students may always use the official language of their choice – Catalan or Spanish – in their correspondence with teachers and for the purpose of managing academic services, as well as when sitting continuous or final assessment tests, except for subjects assessing language skills.

The language of instruction on the Global Campus is Spanish or the stated language of instruction. Thus, the questions for continuous assessment tests, the questions for final assessment tests and the related UOC-generated learning resources will be in Spanish or in the stated language of instruction. This notwithstanding, students may always use the official language of their choice – Catalan or Spanish – or the stated language of instruction in their correspondence with teachers and for the purpose of managing academic services, as well as when sitting continuous or final assessment tests, except for subjects assessing language skills.

Second additional provision. Intellectual and industrial property

1. Students are entitled to have their intellectual and industrial property rights to any works they create as a result of a subject respected. The UOC recognizes students as the authors of the works created for a subject’s assessment process, in accordance with current applicable intellectual and industrial property law.

2. Students must respect the intellectual and industrial property of others, in accordance with current intellectual and industrial property law.

3. Works created as a result of practicums, final projects, and external academic internships may be completed in the academic context of the UOC or of external companies and institutions. In case of the latter, that is, if they are carried out at a company or any other organization, the agreement, contract or cooperation project must expressly state any specific conditions that the student would like to establish with regard to the intellectual and industrial property of the student's work.

4. Except where students object to the publication of their work, or expressly state that it is of a confidential nature, a copy of the project completed for the subject of Bachelor’s Degree Final Project, Master’s Degree Final Project, Postgraduate Final Project or Practicum or for the student's external academic internship will be published in the UOC's institutional repository, O2, managed by the UOC Library, and will be freely available for educational and informational use.

5. Moreover, in order to encourage the dissemination of knowledge, especially among the academic community, the UOC will offer students Creative Commons licences, GNU-GPL licences, and other kinds of licences that might be suitable in each case, in order to allow students, should they so decide, to authorize the use of their work and decide under what conditions.

Third additional provision. Calculation of deadlines

Deadlines expressed in days should be understood to refer to calendar days. However, the month of August is generally omitted from this calculation, as are bank holidays in Catalonia, holidays at the UOC, and local holidays in the city of Barcelona. In relation to this, the University publishes a calendar each year indicating all holidays.

Fourth additional provision. Method used for student notifications

Student notifications from the UOC are made through the Virtual Campus using the e-mail address obtained by the student upon becoming a student at the UOC.

First transitional provision. Recognition of higher education studies
Studies leading to the official qualifications of graduado en enseñanzas artísticas (foundation degree in fine arts), técnico superior de artes plásticas y diseño (advanced certificate in art and design), técnico superior de formación profesional (advanced certificate in vocational training), and técnico deportivo superior (advanced certificate in sport) will be recognized pursuant to the terms of Royal Decree 1618/2011, of 14 November, on the recognition of higher education studies and in accordance with the criteria defined by the competent authority.

Sole final provision. Entry into force

These regulations will enter into force the day after they are approved by the University's Governing Council, except for Articles 109 to 111, in Title VI, Chapter 3, which will only apply to qualifications offered beginning in the 2013/14 academic year.

Sole overriding provision

The following regulations are hereby repealed:

c. The Regulations for Free-Elective Subjects at the UOC.
d. The Regulations for Practicums and Final Degree Projects.
f. The Assessment Regulations.
g. The Academic Regulations for Adaptation to the EHEA approved by the Governing Council on 3 November 2008.
h. Any agreement or guideline that contradicts the terms of these academic regulations.
APPENDIX I. Admission requirements under education systems prior to Organic Law 2/2006, of 3 May, on education and equivalent qualifications

1. Upper secondary school education (bachillerato) and/or the university orientation course (curso de orientación universitaria, COU), in accordance with the following curricula and requirements:

   a. Upper secondary school curricula of 1926, 1934 and 1938: Students will be admitted directly. In this case, students must submit an attested copy of the upper secondary school certificate or of the transcript certifying the successful completion thereof.

   b. Upper secondary school curricula of 1953 and 1957: Students must have passed the pre-university course and leaving certificate examinations (pruebas de madurez) to be admitted. In this case, students must submit an attested copy of the school report card (libro de calificación escolar) certifying the successful completion of the pre-university course and leaving certificate examinations.

   c. Upper secondary school and COU between the 1970/71 and 1973/74 academic years: Students will be admitted directly. In this case, students must submit an attested copy of the school report card accrediting the fulfilment of these requirements.

   d. Upper secondary school and COU as of the 1974/75 academic year: Students must pass the university entrance examinations (pruebas de acceso a la universidad, PAU) to be admitted. In this case, students must submit an attested copy of the PAU card (copy for the student).

   e. Experimental upper secondary school (bachillerato experimental): Students will be admitted directly. In this case, students must submit an attested copy of the school report card accrediting the fulfilment of these requirements.

   f. Upper secondary school under the Organic Law on the General Organization of the Education System (LOGSE): Students must pass the PAU. In this case, students must submit an attested copy of the PAU card (copy for the student).

2. Vocational training:

   a. Técnico Especialista (vocational training certificate), corresponding to second-level vocational training (formación profesional de segundo grado, FP II) and to Level 3 vocational modules (módulos profesionales de nivel 3, MP 3). In this case, students must submit an attested copy of the certificate or, if the physical certificate itself has not yet been issued, proof of payment of the fee for the issue thereof.

   b. Périto Mercantil (qualified accountant certificate), as it is has been recognized as equivalent, for general purposes, to a second-level vocational training certificate in administration and business (FP II, rama Administrativa y Comercial). In this case, the student must submit an attested copy of the corresponding certificate.

   c. Maestro Industrial (industrial trade certificate), as it is equivalent, for general purposes, to a generic second-level vocational training certificate (técnico especialista de la FP II). In this case, the student must submit an attested copy of the certificate.

   d. Périto en Cerámica Artística (certificate in artistic ceramics) and Périto en Técnica Cerámica (certificate in ceramic techniques), issued in accordance with the Decree of 18 February 1949; Graduado en Cerámica (foundation degree in ceramics), issued in accordance with the Order of 10 July 1984; and Graduado en Artes Aplicadas (foundation degree in applied arts), issued in accordance with the studies regulated by Decree 2127/1963, of 24 July; as well as the
experimental curricula implemented under Royal Decrees 799/1984, of 18 March, and 942/1986, of 9 May, as they are all equivalent, for general purposes, to an advanced vocational certificate (técnico superior). In this case, the student must submit an attested copy of the corresponding certificate.

e. Diplôme Oficial de Mandos Intermedios (official diploma in middle management), as it is recognized as equivalent, for general purposes, to a second-level vocational training certificate in administration and business. In this case, the student must submit an attested copy of the corresponding certificate.

f. Students who have successfully completed the military courses in accordance with the curricula provided for under Royal Decree 205/2002, of 22 February, for inclusion in the Non-Commissioned Officer Level of the Armed Forces (Escala de Suboficiales de las Fuerzas Armadas), as successful completion of this training leads to the award of a qualification equivalent to an advanced vocational certificate in the general education system; this is a generic equivalence with regard to academic level.

3. University degrees:

   a. Diploma Superior de Criminología (university-level diploma in criminology), issued by the University Institutes of Madrid, Valencia and Barcelona, provided the student also holds an upper secondary school certificate (bachillerato superior) or equivalent. In this case, the student must submit an attested copy of the diploma certificate and the upper secondary school certificate or equivalent.

   b. Maestro de Primera Enseñanza (certificate in primary education), earned in accordance with curricula prior to Law 14/1970, of 4 August, on education (i.e. the 1950-67 and 1967-71 curricula), as they are officially recognized as equivalent to the curricula for the qualification of university diploma in primary education. In this case, the student must submit an attested copy of the corresponding certificate.

   c. Graduado Social (foundation degree in social work), earned in accordance with Royal Decree 921/1980, of 30 May, given that holders of this qualification have the same academic rights as holders of the university diploma in social work. In this case, the student must submit an attested copy of the corresponding certificate.

   d. Técnico de Empresas y Actividades Turísticas (certificate in tourism businesses and activities, TEAT), earned in accordance with the curriculum referred to in Royal Decree 865/1980, of 14 April, as it is considered a university diploma. In this case, the student must submit an attested copy of the corresponding certificate.

   e. Holders of a second-cycle degree in Náutica, sección de Puentes, Máquinas y Radioelectrónica (nautical engineering, in the area of bridges, engineering and radio electronics), in accordance with the curriculum set forth in the Order of 18 October 1977, as well as merchant marine captains, chief engineer officers and first-class merchant marine radio officers, as their training is recognized as equivalent, for academic purposes, to a full university degree. In this case, the student must submit an attested copy of the corresponding certificate.

   f. Holders of the higher education canonical degrees of baccalaureatus, licentiatus and doctor from Catholic divinity schools in Spain or abroad, who have obtained the recognition of their degrees for civil purposes from the Spanish Ministry of Education in accordance with the procedure set forth in Royal Decree 1619/2011, of 14 November. In this case, students must submit an attested copy of the degree certificate sealed by the competent Catholic authority in Spain and of the favourable decision regarding the requested equivalence issued by the Director General for University Policy.
g. Students who have successfully completed the military studies, according to the curricula set out in Royal Decree 434/2002, of 10 May, for inclusion in the Senior Officer Level and Officer Level of the Branches of the Armed Forces (Escala Superior de Oficiales and Escala de Oficiales de los Cuerpos de las Fuerzas Armadas, respectively), given that completion of these courses leads to the award of a qualification equivalent to the official university qualifications of pre-EHEA undergraduate degree, architecture degree or engineering degree, for the Senior Officer Level, and of diploma, foundation degree in architecture or foundation degree in engineering, for the Officer Level. In this case, the student must submit an attested copy of the corresponding certificate.

h. Higher education qualifications in the fine arts specializations of dance, music, theatre, art and design, in accordance with Organic Law 1/1990, of 3 October:

- **Titulo Superior de Música** (higher education qualification in music) and equivalent qualifications pursuant to Royal Decree 1542/1994, of 8 July, given that they are equivalent, for general purposes, to the qualification of pre-EHEA undergraduate degree. The following qualifications have been declared equivalent:
  1. **Titulo de Professor** or **Titulo Profesional de Música**, issued pursuant to the Decree of 15 June 1942.
  2. **Diplomas de Capacidad** corresponding to previous curricula.
  3. **Titulo de Professor Superior de Música**, issued pursuant to Decree 2618/1966, of 10 September.

- **Titulo Superior de Danza** (higher education qualification in dance), in accordance with the curriculum set out in Royal Decree 1463/1999, of 17 September.

- **Titulo Superior de Arte Dramático** (higher education qualification in drama) and equivalent qualifications pursuant to Royal Decree 770/1997, of 30 May, given that they are equivalent, for general purposes, to the qualification of pre-EHEA undergraduate degree. The following qualifications have been declared equivalent:
  1. **Diploma de Capacidad de Declamación**, issued pursuant to the Royal Decree of 25 August 1917.
  2. **Titulo de Professor** or **Titulo Profesional de Actor Teatral**, issued pursuant to the Decree of 15 June 1942.
  3. Diplomas issued pursuant to the terms of Decree 2607/1974, in the section on drama.

- **Titulo Superior de Cerámica** (higher education qualification in ceramics), in accordance with the curriculum set out in Royal Decree 2398/1998, of 6 November, as it is equivalent, for general purposes, to the qualification of university diploma.

- **Titulo de Conservación y Restauración de Bienes Culturales** (qualification in conservation and restoration of cultural heritage) and equivalent qualifications pursuant to Royal Decree 440/1994, of 11 March, given that they are equivalent, for general purposes, to the qualification of university diploma. The following qualifications have been declared equivalent:
2. *Título de Restaurador* and *Título de Conservador de Bienes Culturales*, established by the Order of 21 January 1987.


In all cases in this section, the student must submit an attested copy of the corresponding certificate.

i. *Título de Piloto de Transport de Línea Aérea* (airline transport pilot certificate), both for aeroplanes and helicopters, in accordance with Royal Decree 959/1990, of 8 June, as it is equivalent, for general purposes, to the qualification of university diploma. In this case, the student must submit an attested copy of the corresponding certificate.

j. *Título de Profesor Mercantil* (intermediate qualification in commerce), as it is equivalent to the qualification of university diploma. In this case, the student must submit an attested copy of the certificate.

k. *Título de Intendente Mercantil* (advanced qualification in commerce) or *Título de Actuario de Seguros* (actuarial science qualification), as they are equivalent, for academic purposes, to pre-EHEA undergraduate degrees in political science and business, in the area of Economics and Business. In this case, the student must submit an attested copy of the corresponding certificate.

l. *Título de Professor de Educación Física* (secondary-school physical education teacher certificate), *Título de Instructor General de Educación Física* (general instruction in physical education certificate) and *Título de Maestro Instructor de Educación Física* (primary-school physical education teacher certificate), earned in accordance with curricula prior to Royal Decree 790/1981, of 24 April, as they are equivalent, for academic purposes, to the official university qualification of university diploma in physical education, provided they have been validated. In this case, students must submit an attested copy of the corresponding certificate and the validation decision.

m. *Título de Ayudante Técnico Sanitario* (registered nurse certificate, ATS), provided that the holder has successfully completed the supplementary conversion course (*curso de nivelación*), as it is then officially recognized as equivalent to the qualification of university diploma in nursing. In this case, students must submit an attested copy of the qualification certificate and of the certificate accrediting that they have successfully completed the supplementary conversion course.
### APPENDIX II. Recognition of academic credits for cultural, sport, student representation, charitable and cooperation activities

<table>
<thead>
<tr>
<th>Area</th>
<th>Activity</th>
<th>Credits recognized (EHEA)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cultural activities</strong></td>
<td>Successful completion of courses in any field of knowledge, offered by the UOC or other universities, provided they have first been validated by the UOC as an activity that will be recognized for credit. These include, for example, Summer Open University and Winter Open University courses, Joan Lluís Vives network courses, Educació Online courses, etc.</td>
<td>As per the number of credits stipulated for each activity. Where the number of credits is not stipulated: 1 ECTS cr. = 25 hours For the adaptation of LRU (pre-EHEA) credits to ECTS credits, the following equivalence will apply: 2 LRU cr. = 1 ECTS cr.</td>
</tr>
<tr>
<td></td>
<td>Attend or participate in face-to-face conferences, seminars or other cultural activities in any field of knowledge, whether organized by the UOC or other universities, provided they have first been validated by the UOC as an activity that will be recognized for credit. This includes, for example, the University Debate League.</td>
<td>Depends on the duration of the activity: 1 ECTS cr. = 25 hours League = 1 ECTS cr.</td>
</tr>
<tr>
<td><strong>Sport activities</strong></td>
<td>Represent the UOC at university or inter-university sport competitions.</td>
<td>1 ECTS cr.</td>
</tr>
<tr>
<td><strong>Student representation activities</strong></td>
<td>Sit on an internal/external qualification assessment committee</td>
<td>1 ECTS cr.</td>
</tr>
<tr>
<td></td>
<td>Participate in focus groups and working groups to improve universities led by the UOC. This participation will only be recognized in those cases requiring a minimum dedication of 25 hours; in any case, when announcements are made inviting students to participate in a group, they will state in advance whether or not the participation will be recognized for credit.</td>
<td>1 ECTS cr.</td>
</tr>
<tr>
<td></td>
<td>Sit on a department or centre committee for a term (2 academic years).</td>
<td>3 ECTS cr.</td>
</tr>
<tr>
<td></td>
<td>Sit on a Campus committee for a term (2 academic years).</td>
<td>2 ECTS cr.</td>
</tr>
<tr>
<td></td>
<td>Sit on the Governing Council of the La Virtual cooperative for a term (2 years).</td>
<td>2 ECTS cr.</td>
</tr>
<tr>
<td></td>
<td>Belong to UOC community associations or groups for at least one academic year. The stipulated number of credits will be recognized for each academic year.</td>
<td>1 ECTS cr.</td>
</tr>
<tr>
<td></td>
<td>Participate in external bodies and committees on behalf of the UOC (annual).</td>
<td>1 ECTS cr.</td>
</tr>
<tr>
<td><strong>Cooperation and charitable activities</strong></td>
<td>Volunteer within the framework of the Campus for Peace programmes (at least one year).</td>
<td>1 ECTS cr.</td>
</tr>
<tr>
<td></td>
<td>Volunteer within the framework of other cooperation and</td>
<td>1 ECTS cr.</td>
</tr>
<tr>
<td>charitable programmes organized by the UOC or by other universities, provided they have first been validated by the UOC as an activity that will be recognized for credit.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX III. Assessment models

The assessment models used are as follows:

<table>
<thead>
<tr>
<th>Continuous assessment (CA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The subject can only be passed by undertaking and passing the CA.</td>
</tr>
<tr>
<td>The final mark for the subject is the mark earned on the CA.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Continuous assessment with a validation test (CA + VT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>To pass the subject, students must pass the CA and validate their mark with the VT.</td>
</tr>
<tr>
<td>Students who fail the CA will receive the mark of ‘fail’ (0 to 4.9) as the final mark for the subject; students who do not undertake the CA will receive a final mark of ‘absent’.</td>
</tr>
<tr>
<td>Students who are eligible to sit the VT but choose not to tacitly renounce the validation of the mark earned on the CA as the final mark for the subject.</td>
</tr>
<tr>
<td>Students who do not sit the VT will thus be awarded a final mark of ‘absent’.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Continuous assessment with a synthesis test (CA + ST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The final mark for the subject will be calculated according to the applicable weighting formula (as established in the learning plan) from the list below:</td>
</tr>
<tr>
<td>70% CA : 30% ST. Students must earn at least a 3.5 on the ST.</td>
</tr>
<tr>
<td>60% CA : 40% ST. Students must earn at least a 3.5 on the ST.</td>
</tr>
<tr>
<td>40% CA : 60% ST. Students must earn at least a 4 on the ST.</td>
</tr>
<tr>
<td>30% CA : 70% ST. Students must earn at least a 4 on the ST.</td>
</tr>
<tr>
<td>When the final mark earned on the ST is less than the minimum mark established for each formula, the final mark for the subject will be the mark earned on the ST.</td>
</tr>
<tr>
<td>Students who fail the CA will receive the mark of ‘fail’ as the final mark for the subject; students who do not undertake the CA will receive a final mark of ‘absent’.</td>
</tr>
<tr>
<td>Students who do not sit the ST will receive a final mark of ‘absent’ (Ab.).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Continuous assessment with an exam (CA + EX)</th>
</tr>
</thead>
<tbody>
<tr>
<td>With this assessment model, students must pass the CA and the EX to pass the subject.</td>
</tr>
<tr>
<td>The final mark for the subject will be the mark resulting from the following weighting formula:</td>
</tr>
<tr>
<td>35% CA : 65% EX</td>
</tr>
</tbody>
</table>

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This weighting formula will only apply when the resulting final mark is higher than the mark earned on the EX, which must be, at least, a 4. Therefore, when the mark earned on the EX is less than 4 or when the final mark resulting from the weighting formula does not increase the mark earned on the EX, the final mark for the subject will be the mark earned on the EX.

Students who do not sit the corresponding FAT (EX) will receive the final mark of ‘absent’ (Ab.).

<table>
<thead>
<tr>
<th>Exam (EX)</th>
</tr>
</thead>
</table>

With all of the assessment models described above, it is possible to allow students to pass the subject by means of an exam (EX), whether or not they have passed the CA.

When the subject provides for this assessment model (EX):

a. Students who have passed the CA may choose to sit the EX, thereby tacitly waiving their right to other assessment models. Should a student sit both FATs (VT or ST and EX), accidentally or for any other reason, only the EX will be taken into account.

b. Students who have not passed the CA must sit the EX to pass the subject.

The final mark for the subject will be the mark earned on the EX, unless the student has passed the CA: in that case, the weighting formula provided for the CA + EX model will apply. Students who do not sit any FAT will receive the final mark of ‘absent’ (Ab.).