

GENERAL STANDARDS OF THE UNIVERSITY FOR ACCREDITED UNDERGRADUATE TUITION

Statement of Rationale

With the entering into force of Official Decree 1393/2007, of October 29th, that establishes the regulations for accredited university tuition, Universidad Europea de Madrid is publishing these general standards regarding accredited undergraduate tuition.

Chapter I: Student Admission

Article 1.

Once the admission of the student has been notified to Universidad Europea de Madrid, their incorporation will become effective once the corresponding admission procedures have been carried out and once their enrollment has been confirmed. For this it will be necessary to demonstrate that the student has passed the University Admissions Tests and any other tests that comprise access to the university and the degree program in addition to having complied with the current legal admission requirements.

Article 2.

First year students must enroll for all the ECTS Credits that are established in the curriculum for that academic year. In the case of part-time students, they may enroll for the minimum number of ECTS Credits established under Article 8 of these standards.

Article 3.

The University reserves the right of admission and the right not to renew the annual enrollment of those students whose behavior or actions represent a bad example for the University and for the other students. In particular, the following are highlighted:

- any action, event or offense that contravenes the ethical code of the University
- being found guilty of a willful offense in a criminal proceedings
- any other behavior, event or situation that the University deems to upset the normal course of the educational activity of its students.

Chapter II: Continuing studies at Universidad Europea de Madrid

Article 4.

1. Students enrolled in any of the campus-based undergraduate programs at Universidad Europea de Madrid must pass a minimum of 12 ECTS credits per academic year during their first two years, irrespective of the number of enrolled credits. For students who are enrolled in fewer than 60 credits, the requirement is to pass a minimum of six credits during each academic year.
2. Students enrolled in any of the online undergraduate programs offered by Universidad Europea de Madrid must pass a minimum of 6 ECTS credits per academic year during their first two years, irrespective of the number of enrolled credits.
3. If the minimum number of credits stipulated in the previous paragraphs is not attained, students may submit a single request to the Dean or Director of the School to continue their course of study.
4. If the request is not granted or, if granted, the student does not obtain the required number of credits, they may not continue on the degree program, and may begin to study a different official degree program taught at the University, provided that they are admitted through the stipulated admissions process.
5. For students with poor academic performance, the University may establish conditions and limit the student's full enrollment in accordance with the conditions established by the school in question.

- In these cases, the student must pass, in the academic year in which they would have enrolled, all the enrolled subjects between the first and second exam period.
- If the student does not pass all the enrolled subjects in the corresponding academic year, they may not continue on whichever degree program they may have enrolled on.

Chapter III: Economic standards

Article 5.

Students and/or the persons economically responsible for them are required to pay in full the corresponding Universidad Europea de Madrid fees in respect of the academic services or services or any other type that are contracted between both parties.

Article 6.

1. Failure to comply with the payment obligation will lead to the loss of their status as a student along with all the rights pertaining thereto and expressly, the right to undertake any of the activities that are the object of assessment. These include the examinations and the enrollment for any course or academic year. If this debt situation is not rectified, such non-payment will automatically result in the termination of the contractual relationship with Universidad Europea de Madrid. All the above is without prejudice to the rights that apply to the University to make a legal claim in respect of the amount owed, in addition to the corresponding delay penalties or indemnities arising from the damage caused.

2. The University may require students to pay the amounts pending in respect of enrollments corresponding to previous academic years as a condition precedent to enrollment.

3. The University will refuse to issue the degrees and certificates where the students have payments pending settlement, establishing the corresponding additional delay penalty interest as contained in the general conditions for enrollment each academic year.

Chapter IV: Enrolling for ECTS Credits

Article 7.

Usually the minimum number of ECTS Credits for which a student can enroll during one academic year is established at 60 with a maximum of 72, taking as a reference one ECTS Credit of 25 hours. For Double Degrees the limit is established at 84 ECTS. This credits distribution and the estimated corresponding number of hours will be understood as referring to one student carrying out university studies on a full-time basis during a minimum of 36 and a maximum of 40 weeks per academic year.

The student may only enroll for a number of ECTS Credits that is less or more than that indicated with the authorization of the Dean or Director of the School or the person delegated by them.

The maximum ECTS Credits per semester for which a student may enroll is 36 ECTS Credits for simple degrees and 42 for Double degrees. The student may only enroll for a number of ECTS Credits that is less or more than that indicated with the authorization of the Dean or Director of the School or the person delegated by them.

Article 8.

In response to the specific academic needs of students, such as part-time studies or other, the student may enroll for a minimum of 24 ECTS Credits per year during the first year, and 6 ECTS Credits per year during the following years. The student may only enroll for a number of ECTS Credits fewer than stated, with the authorization of the Dean or Director of the School or the person delegated by them.

UNIVERSIDAD EUROPEA DE MADRID

V. June, 8th 2020

Article 9.

Students must, in the first instance, enroll for the university core requirements or required electives that are pending from the previous academic year. After they must enroll for the corresponding courses to complete the remaining amount of ECTS Credits in accordance with the limits established under Article 7. The preceding rule shall not apply to the Language subject included in the curriculum. The student must ensure there is no conflict with the schedules of the courses for which they have enrolled.

Exceptionally, students will be allowed to enroll in subjects from higher-level courses without enrolling in the pending required basic subjects from previous academic years if they are enrolled on a degree program with joint teaching organization or Double Degrees, if they are a part-time student, if they are enrolled on Online Bachelor's degree studies, or if they are taking part in a period of study abroad. Beyond the cases indicated above, the authorization of the Dean or Director of the School or the person delegated by them shall be needed.

A maximum overlap of 2 hours will be allowed in the weekly schedule. This criterion will apply equally to all subjects, regardless of whether they are subjects enrolled in during previous years. An exception is made for subjects that, in accordance with the corresponding Study Plan, are Curricular Internship or Clinical Internship subjects, where no overlap is allowed.

Article 10.

For certain degree programs students must pass the ECTS Credits corresponding to the curriculum to be able to carry out the scheduled internships and clinical practicums. Similarly, other degree programs require that in order to pass specific courses, students have to have already passed those the curriculum establishes as prerequisites between courses.

Article 11.

Exceptionally, the Dean or Director of the School may authorize the undertaking of external internships scheduled for students that have not passed the corresponding number of ECTS Credits, as long as the degree and curriculum allows it.

Article 12.

Enrollment will take place once every academic year and once undertaken, enrollment modifications may only be made within the periods established by the University. To such end, every year the University will set the period as from which students that submit a reasoned and duly substantiated motive may make changes to their enrollment. Exceptionally, the University, as a result of substantiated reasons arising from the application of current law or as a result of the tuition organization, may amend their enrollment duly notifying all students of such change.

Chapter V: Required Electives**Article 13.**

The University will decide the required electives to be taught in each academic year depending on the scientific evolution, the demand of the job market, the availability of teaching staff, the available resources and materials; and the demand of students. The University may establish a minimum number of students to constitute a group to which a specific required elective is taught.

Chapter VI: Assessment**Article 14.**

1. Universidad Europea de Madrid establishes a system to evaluate the students' knowledge on the basis of continuous assessment. This provides ongoing information to both the professors and the students regarding the learning process of each course throughout the academic year.
2. Students may have a maximum of seven opportunities to take the final exam per subject.

UNIVERSIDAD EUROPEA DE MADRIDV. June, 8th 2020

- The Rector, at the proposal of the Dean or Director of the School, and having heard the advice of the University's Academic Council, may authorize an extraordinary grace examination.
 - The student's failure to appear at the official evaluation (entirety of the activities that comprise the ongoing assessment, including exams) will not count as a used opportunity for the maximum number of opportunities established.
3. If a student exhausts all of the examination opportunities for a subject, the student may be excluded from said studies, and they may begin studying another official degree offered by the University, provided they are admitted through the established admissions process (only one more time).

Article 15.

The Universidad Europea de Madrid Assessment Regulation shall regulate every aspect that concerns the issues dealt with in Chapter VI including the grading system in accordance with current legislation.

Chapter VII: Transfer of ECTS Credits

Article 16.

With the aim of implementing student mobility both in Spain and abroad, the University will assess the ECTS Credits that are eligible for transfer, based on the academic transcript and the official academic documents of the student and those relating to the accredited tuition taken.

Article 17.

For such purposes, the transfer of ECTS Credits means that the official academic documentation that justifies the tuition undertaken by each student will show the full number of ECTS Credits achieved under accredited tuition carried out previously at this or at another university, that have not lead to the completion of their accredited studies and the consequent achievement of an accredited degree.

Chapter VIII: ECTS Credits recognition between Undergraduate Programs

Article 18.

With the aim of implementing student mobility both in Spain and abroad, the University will assess the ECTS Credits that are eligible for transfer, based on the academic transcript and the official academic documents of the student and those relating to the accredited tuition taken.

Article 19.

Credits recognition represents the acceptance of the ECTS Credits by the University that, having been achieved by the student under accredited tuition, at this or at another university, may be counted as other accredited tuition for the purposes of achieving an accredited degree.

Specifically, ECTS Credits are recognized in accordance with the following basic rules:

- a) If the degree program belongs to the same academic area as that of the destination, the ECTS Credits corresponding to degree requirement courses from that same area may be recognized.
- b) Also eligible for recognition are the ECTS Credits achieved under other degree requirement courses that belong to the field of knowledge of the degree for which the student hopes to be admitted.
- c) All other ECTS Credits, irrespective of their type, will be recognized by the university taking into account their level of adaptation to

UNIVERSIDAD EUROPEA DE MADRID

V. June, 8th 2020

the competences and knowledge associated with the remaining courses studied by the student and those contained within the curriculum or those that are of a cross-disciplinary nature.

d) Similarly, students may achieve ECTS Credits recognition due to their participation in cultural or sporting university activities, those involving student representation, volunteer and cooperation work, up to a maximum of 6 ECTS Credits per degree program.

e) Students that are able to accredit via a substantiated report the performance of professional activities or that have proven experience and provided these are in accordance with the skills objectives of the degree program, may achieve ECTS credits recognition for the corresponding courses.

Similarly, recognition may be achieved for ECTS Credits arising from private degree programs as contained in Section 34 of Parliamentary law governing Universities provided that these are in accordance with the skills objectives of each course.

Such recognitions for professional activities and private degree programs may not exceed 15% of the total ECTS Credits comprising the curriculum. In such cases, the course will be recorded without a grade and will not count for the purposes of the academic transcript average. In no case shall the credits of the graduation project be recognised.

The procedure and the requirements for the recognition of credits are included in the Regulation for Credit Recognition of official degree programs.

Article 20.

The recognized courses will be deemed as passed for all effects and purposes and, as such, will not be subject to a new assessment. The courses that have been recognized and their corresponding ECTS Credits will be recorded in the academic transcript of the student and will have the equivalent number of points corresponding to the grade achieved at their center of origin.

Should the accredited degrees or academic certificates submitted by the student only express an average overall grade, this average grade will be applied to each one of the courses. In the event that the corresponding degree does not contain an average grade due to the lack of another document that accredits a grading, the grade corresponding to each course will be 5 (five).

Once the student receives the recognition decision, they will have a period of one month in which to make a claim or submit the observations regarding the recognition or their grades. Once this period has elapsed, the decision will be final with no right of recourse. In the event that the student has applied for their degree and paid the corresponding fees, it is understood that they agree with their academic transcript, with no further changes being accepted.

To convert the grades achieved from foreign universities to the Spanish system, the provisions of Annex I to these Regulations shall apply.

Article 21.

All the ECTS Credits achieved by the student under accredited studies taken at any university that are transferred, recognized and passed to achieve the corresponding degree, will be included in their academic transcript and recorded in the European Diploma Supplement.

Article 22.

The ECTS Credits obtained through recognition of the ECTS Credits corresponding to academic activities that do not form part of the curriculum will not be graded nor will they count for the purposes of calculating the academic transcript average.

Chapter IX: ECTS Credits recognition for degree programs prior to Official Decree 1393/2007

Article 23.

The recognition of ECTS Credits from degree programs prior to Official Decree 1393/2007 will take place in accordance with the

UNIVERSIDAD EUROPEA DE MADRID

V. June, 8th 2020

following basic rules:

- a) Recognition will be given for those courses passed under an earlier curriculum that are similar to the competences or content or student workload of those courses that the student aims to study, independently of their type. It must be remembered that in curricula that pre-date the abovementioned Official Decree, the ECTS Credits only refer to the in-sessions and do not take into account the study time undertaken by the student outside the classroom.
- b) Up to 6 ECTS Credits may be recognized resulting from cultural or sporting university activities, those involving student representation, volunteer and cooperation work or activities of a similar nature.

Article 24.

The recognized courses will be deemed as passed for all effects and purposes and, as such, will not be subject to a new assessment. The courses that have been recognized and their corresponding ECTS Credits will be recorded in the academic transcript of the student and will carry the equivalent number of points corresponding to the grade achieved at their center of origin.

Article 25.

All the ECTS Credits achieved by the student under accredited studies taken at any university that are transferred, recognized and passed to achieve the corresponding degree, will be included in their academic transcript and recorded in the European Diploma Supplement.

Article 26.

The ECTS Credits obtained through recognition of the ECTS Credits corresponding to academic activities that do not form part of the curriculum will not be graded nor will they count for the purposes of calculating the academic transcript average.

Chapter X: ECTS Credits recognition for studies undertaken abroad

Article 27.

When the student is admitted to an accredited degree program to study or has taken accredited studies abroad, on a full-time or part-time basis, according to current legislation, the courses studied under accredited foreign degree programs may be eligible for recognition where the competences, content and time dedicated by the student to each course are similar.

The generally applicable criteria will be same as those established by these standards for Spanish undergraduate studies.

Article 28.

For students that are not nationals of States whose official language is Spanish, the University may establish language level tests if deemed necessary. Pursuant to the provisions of Official Decree 1137/2002 of October 31st, students that have achieved Spanish diploma level C2 are exempt from carrying out such tests.

Chapter XI: General provisions: temporary limits and recognitions application

Article 29.

Students that have taken university studies at another University may apply for recognition of the ECTS Credits they have passed. This application shall be made according to the procedure described on the Regulation for Credit Recognition. In any event, once the transfer of the academic transcript has been received, together with the Official Academic Certificate, Universidad Europea de Madrid will proceed with the recognition and transfer of the corresponding courses.

Article 30.

UNIVERSIDAD EUROPEA DE MADRID

V. June, 8th 2020

The ECTS Credits recognition conferred will only take effect for the continuation of studies in respect of those for which the student has been admitted to Universidad Europea de Madrid. Such recognition will cease to be valid if enrollment is not confirmed or if it is cancelled during the academic year for which the said recognition has been requested.

Chapter XII: Other credit recognitions

Article 31.

Pursuant to the provisions of Section 36 of Parliamentary Law governing Universities 6/2001, students admitted from other higher education tuition as referred to in Section 3.5 of Parliamentary Law governing Universities of May 3rd, on Education, shall be regulated by the specific standards.

Pursuant to the provisions of Section 36 of Parliamentary Law governing Universities 6/2001, students that are admitted with working or professional experience shall be regulated by the specific standards.

Temporary Provision:

The provisions of articles 4.1, 14.2, and 14.3 herein shall apply, beginning in the 2018-2019 academic year, to students who commence in an official undergraduate degree program at the University in that year.

The examination opportunities limit set forth in article 14.2 herein shall not apply to students who began their official undergraduate degree programs at the University before the 2018-2019 academic year. Moreover, article 4.1 shall not apply to said students; instead, they must pass a minimum of 6 ECTS credits corresponding to some of their basic subjects during the first two semesters. If the minimum number of credits is not attained, students may submit a single request to the Dean or Director of the School to continue their course of study. If the request is not granted, or if granted, the student does not obtain the required number of credits, they may begin to study a different official degree program taught at the University, provided that they are admitted through the stipulated admissions process.

Final provision

These Standards were approved by the Academic Council on October 11, 2010. The changes to these regulations provided for in the Article 8 apply from the academic year 2019-2020.

Annex I.

Conversion system for the numerical grades of foreign universities to the Spanish decimal system

Conversion of overseas university grades to the Spanish system will be governed by the scales and grade equivalence tables of foreign studies and university degrees published in the Resolution of 21 March 2016 of the Dirección General de Política Universitaria, the resolution of 21 of July of 2016 of the Dirección General de Política Universitaria, and the resolution of 18 of September of 2017 of the Secretaría General de Universidades. These resolutions and their corresponding annexes are published on the website of the Ministry of Education, Culture and Sports: