

**REGULATION OF ACCREDITED MASTER'S DEGREE TUITION  
AT UNIVERSIDAD EUROPEA DE MADRID. OFFICIAL DECREE 1393/2007**

**Statement of Rationale**

Official Decree 1393/2007, of October 29th that establishes the regulations for accredited university tuition, establishes a new regulation for tuition that leads to the achievement of accredited Master's Degrees.

As an autonomous body, Universidad Europea de Madrid issues this Regulation for Accredited Master's Degree Tuition to regulate the academic aspects necessary to teach the programs that lead to the achievement of accredited Master's Degrees.

This regulation solely applied to the tuition as contained in Official Decree 1393/2007, of October 29th.

**Article 1. Accredited Master's Degree Tuition**

1. The aim of Accredited Master's Degree Tuition is for the student to achieve a specialization through their academic, professional and research training based on educational programs that lead to the achievement of Master's Degrees.
2. The University teaches qualifying Master's Degrees for professional practice in addition to specialized Master's Degrees.
3. A qualifying Master's Degree is a degree program with an advanced level of specialization that qualifies its holder to undertake regulated professional activities in Spain with a curriculum that includes the conditions established by the Government for the corresponding professional work.
4. A specialized Master's Degree is a degree program with an advanced or cross-disciplinary level of specialization, geared towards academic or professional specialization, or programs that promote research activities however do not qualify their holders to undertake regulated professional activities in Spain.

**Article 2. Admission to Accredited Master's Degree Tuition**

The University reserves the right of admission and, as applicable, 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.

**Article 3. The Graduate Committee.**

1. Pursuant to Official Decree 1393/2007, of October 29th, that establishes the regulations for accredited university tuition, the educational programs that lead to the achievement of Master's Degrees are drawn up and organized under the format established by the university, on the basis of the criteria and academic requirements contained in the aforementioned Official Decree.

2. The Graduate Committee at Universidad Europea de Madrid is the academic body responsible for the educational Master's Degree programs and its duties include the following:

- a) Proposing the general admission requirements and criteria and, at the proposal of the Graduate Committee of the School, validating the recognitions proposal of the prior academic achievements of each student.
- b) Proposing, on its own initiative or on that of the School responsible for the implementation of the degree programs, possible amendments to these standards for their approval by the Academic Council.
- c) Any other duty to which they may be assigned by law, by the Academic Council, or by the Management Committee of the University.

#### **CHAPTER I. ACCREDITED SPECIALIZED MASTER'S DEGREES**

##### **Article 4. Admission to accredited university tuition for specialized Master's Degrees**

1. For admission to the Master's Degree the student is required to comply with the legal admission requirements contained in Official Decree 1393/2007:

- To be in possession of an accredited Spanish degree or other issued by a higher education institution belonging to another State that is a member of the European Higher Education Area that gives the student the right to be admitted to Master's Degree tuition.

- To be in possession of a degree in accordance with educational systems outside the European Higher Education Area without the need to obtain recognition of the degree, subject to verification by the University that the student possesses a level of training equivalent to the corresponding accredited Spanish university degrees that permits admission to graduate tuition by the country issuing the degree. This admission does not mean, in any event, the recognition of the foreign degree held by the interested party, nor its recognition for any purpose other than that of taking Master's Degree studies.

2. Students may be admitted to any accredited university Master's Degree program whether scientifically linked or not to their university curriculum. Admission will be carried out by the School responsible for each program and will be validated by the Graduate Committee.

The criteria used to assess merit shall be as follows:

- Previous training and academic transcript.
- Other studies or tasks relating to the chosen program.
- Knowledge of languages.
- Other merits.

3. In any event, each Master's Degree program may set their own admission criteria and may establish the academic achievements held prior to the Master's Degree that are required for admission or that complement the program.

##### **Article 5. Organization of accredited university tuition for specialized Master's Degrees.**

1. The Master's Degree tuition is structured into courses and/or modules that together comprise each Degree Program and that may be Degree Requirements or Required Electives. The various courses or modules are structured into ECTS Credits.

2. To establish the overall workload of the student it is understood that one ECTS Credit is equivalent to 25 hours of study.

3. The specialized Master's Degrees are offered under **ordinary editions** and to respond to the specific academic needs of its students, such as part-time studies, depending on the type of degree program or other circumstance established by the University, programs are offered under **extended editions**.

- *Ordinary Edition* Master's Degrees: 60 ECTS Credits with a duration of one year (approximately).

- *Extended Edition* Master's Degrees: 60 ECTS Credits with a duration of two years (approximately)

**Article 6. Enrollment for specialized Master's Degrees.**

1. Students enrolling for an **Ordinary Edition** Master's Degree will enroll for all the courses or modules contained in the corresponding edition.
2. Students enrolling for an **Extended Edition** Master's Degree will enroll for the modules offered by the University for each period. Students may request an extension to their enrollment for the different modules or courses within the periods established by the University for such purpose.

**Article 7. Assessment of specialized Master's Degrees.**

1. The achievement of an Accredited Master's Degree requires that, by means of an assessment procedure stated in the curriculum of the Master's Degree, the student has passed the courses and academic activities and Master's Thesis that are defined therein.
2. The assessment of the student regarding the modules/courses established for each Master's Degree will be subject to a continuous assessment process. Each Master's Degree will establish the applicable continuous assessment criteria and the dates on which the assessment will take place.
3. The Master's Degree studies concluded with the preparation and public defense of a Master's Thesis. By passing the courses that form part of the curriculum for the Master's Degree, the student will achieve the Master's Degree qualification.
4. If the student does not pass the course or module during the ordinary exam period, a second exam period is made available for re-sits that will take place within two months following the date on which the ordinary or extended editions corresponding to each Master's Degree finalize.

**Article 8. Continuing study for a specialized Master's Degree.**

In the case of specialized Master's Degree, those students that have not passed the corresponding exam period, *Ordinary Exam Period* or *Second Exam Period* within the established timeframe, may not continue the Master's Degree, without prejudice to the right to commence any other Master's Degree studies offered by the University.

**Article 9. Exceptions applicable to specialized Master's Degrees.**

By way of exception to the provisions of the above sections of Chapter I, specialized Master's Degree that are considered to be programs adapted from former second cycle programs as a result of convergence with the European Higher Education Area (the Bologna Process) and that qualify the student to work professionally, will be treated in the same way as a Qualifying Master's Degree as regards the organization of tuition, enrollment, assessment and continuity.

For these purposes, articles 11, 12, 13 and 14 of these Regulations shall apply in place of articles 5, 6, 7 and 8 above.

Each School will provide information in the assessment Guide as regards this circumstance.

**CHAPTER II. ACCREDITED QUALIFYING MASTER'S DEGREES TUITION****Article 10. Admission to accredited university tuition for qualifying Master's Degrees.**

The University, in accordance with the curriculum of the corresponding qualifying Master's Degree, requires specific admission conditions for admission to a Master's Degree that qualifies its holder to undertake regulated professional activities in Spain, under the terms established by current legislation.

**Article 11. Organization of accredited university tuition for qualifying Master's Degrees.**

1. The Master's Degree tuition is structured into courses and/or modules that together comprise each Degree Program and that may be Degree Requirements or Required Electives. The various courses or modules are structured into ECTS Credits.
2. To establish the overall workload of the student it is understood that one ECTS Credit is equivalent to 25 hours of study.
3. Qualifying Master's Degrees are structured into modules or courses whose tuition is offered pursuant to the academic calendar and shall continue up until the degree program is terminated.

**Article 12. Enrollment for qualifying Master's Degrees.**

For qualifying Master's Degrees, students will enroll for the courses or modules comprising the degree program within the periods established for the purpose. In response to the specific needs of the students, the part-time study load or other circumstances as determined by the University, the student may enroll for a minimum of 24 ECTS Credits per year (or as applicable, for the full number of modules or courses corresponding to the curriculum attributed to that figure as established by the University).

**Article 13. Assessment of the qualifying Master's Degree.**

If the student does not pass the enrolled subject or module in the first exam period, the academic calendar provides for a second exam period, which usually takes place in the month of July.

**Article 14. Continuity of qualifying Master's Degrees.**

The student will have to pass a minimum of 6 ECTS Credits during the academic year for which they are enrolled. If the student does not pass the minimum number of ECTS Credits, they may only re-enroll for the Master's Degree with the authorization of the Dean of the School, always provided the reasons for such request are duly justified, taking into account the principles of lifelong learning and particular situations of the students (disability, part-time studies, etc.).

**CHAPTER III - PROVISIONS APPLICABLE TO QUALIFYING AND SPECIALIZED MASTER'S DEGREES****Article 15. Attendance.**

For students taking campus-based studies, their classroom attendance is obligatory and forms an integral part of the assessment process. It is furthermore necessary to give the student the right to receive guidance, assistance and academic supervision from the professor. For such purposes, students must use the technological system put in place by the University to accredit their daily attendance at each of their classes. This system shall furthermore ensure that objective information is gathered regarding the active role of the student in the classroom.

**Article 16. Grading system.**

1. The level of learning achieved by the student body for each course under the curriculum will be expressed via numerical grades depending on the following scale from 0 to 10, written as a decimal, to which may also be added their corresponding qualitative grade:

- 0.0 to 4.9 Fail (SS)
- 5.0 to 6.9 Pass (AP)
- 7.0 to 8.9 Above Average (NT)
- 9.0 to 10 Outstanding (SB)

The ECTS Credits obtained through the recognition of 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.

The "With Honors" mention may be awarded to students that have achieved a grade equal to or higher than 9.0. No more than 5% of all students enrolled for one course under the corresponding academic year may receive this mention. In the event that fewer than 20 students have enrolled, only one "With Honors" mention may be conferred.

#### **Article 17. ECTS Credits recognition.**

1. Students that have passed courses with skills objectives similar to accredited university tuition at Universidad Europea de Madrid or at another University may apply for recognition of the corresponding ECTS Credits.

2. The ECTS Credits achieved through university tuition that leads to private degrees may be recognized, in cases where the student has passed courses with skills objectives that are similar to other graduate studies taken at this or another university, in addition to the professional experience demonstrated, up to 15% of the total ECTS Credits that comprise the curriculum. This recognition does not apply to the Master's Thesis.

3. ECTS Credits recognition is requested from the body responsible for the program (the School) that, having reviewed the documentation provided, will issue a report for the approval of the Graduate Committee.

4. The student does not have to study the courses that have been recognized. The courses equivalent to the recognized ECTS Credits will be recorded in the student's academic transcript as "recognized". The courses of an Accredited Master's Degree that have been recognized will be recorded as such and the corresponding ECTS Credits in the student's academic transcript and will carry the same grade as that achieved for the course of origin.

The courses recognized corresponding to other ungraded graduate studies, shall not count for the purposes of the academic transcript average.

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

#### **Article 18. Specific criteria in the event the degree program is terminated.**

1. The University reserves the right to continue to offer or not an Accredited Master's Degree that has been offered during previous academic years.

2. In the event that the University, via the Academic Council, deems it necessary to proceed with the termination of a Curriculum or Degree Program, it will adopt all the necessary guarantees to ensure that students are able to complete their studies.

#### **Article 19. Language requirements**

1. It will be a prerequisite for admission and enrollment in any Master's Degree that the student accredits a level B2.2 of the language in which the degree is taught.

2. The university reserves the right to require the university's language test to all those students whose mother tongue is different to the teaching language of the program and 1) they have not provided the official certificate of the corresponding language, or 2) the university considers it appropriate to check the language level specified in the certificate provided by the student.

3. In the case of not passing or accrediting the required level, the university reserves the right not to admit the student in the corresponding Master's Degree, or to cancel their registration.

#### **Final provision**

Changes to these standards shall apply as from the 2017-2018 academic year.

## **ANNEX I**

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:

<https://www.educacionyfp.gob.es/servicios-al-ciudadano-mecd/catalogo/general/educacion/203615/ficha.html>