

**REGULATION**

**FOR CREDIT RECOGNITION**

**IN MASTER'S DEGREE PROGRAMS**



**Universidad  
Europea**

**LAUREATE** INTERNATIONAL UNIVERSITIES

## REGULATION FOR CREDIT RECOGNITION IN MASTER'S DEGREE PROGRAMS

This regulation establishes the procedure, deadlines and conditions to be applied for recognizing credits in Universidad Europea de Madrid Graduate Degree programs.

- **Master's Degree:** Official university education regulated by Royal Decree 1393/2007, of October 29, for the purpose of acquiring advanced training, whether specialized or multidisciplinary, aimed at academic or professional specialization, or to promote the introduction to research tasks.
- **Source degree program:** the program in which the credits or subjects to be recognized were studied.
- **Destination degree program:** the program for which credit or subject recognition is requested.
- **Recognition:** acceptance by Universidad Europea de Madrid of the credits that have been obtained in official or unofficial university programs, at the same or another university, to count in other programs in order to obtain an accredited degree at Universidad Europea de Madrid. Work and professional experience accreditation may be recognized under current legislation and according to the provisions of this regulation.
- **Recognition/Validation Orientation:** document used by the competent body to respond to the application submitted by the student. This document includes an initial evaluation of the credits that may be recognized and, where appropriate, the modules, coursework or subjects that must be studied, and those that need not be studied as the skills covered in these subjects/modules are considered to have been acquired in the recognized credits. The Recognition/Validation Orientation is provisional and informative; it has no official validity and is subject to submission of the relevant official documentation and compliance with the applicable legal requirements.
- **Validation/Recognition Resolution:** document used by the competent body to accredit the recognized modules, coursework or subjects, which therefore do not need to be studied.

## Article 2. OFFICIAL PROCEDURE AND DEADLINES

1. The Master's Degree program credit recognition application must be processed using the *Online Application* available at <http://madrid.universidadeuropea.es/alumno-uem/informacion-academica/mis-convalidaciones> , providing all the required documentation within the official deadlines set by the Universidad Europea de Madrid.
2. The recognition application must be submitted during the Universidad Europea de Madrid Master's Degree admission process, or failing this, within 30 days from the program start date.  
In the case of late arrivals, the recognition application must be submitted during the admissions process, or failing this, within 30 days from the formalization of enrollment.

For Master's Degrees lasting more than one year or extended courses, the recognition application may be submitted within 30 days from the teaching start date of each academic year.

A second deadline for exceptional applications will be opened exclusively for students with professional experience accumulated during the edition of the program in which the student is enrolled. In these cases, the recognition application must be submitted during the last 30 days before the end date of the program.

3. The recognition application must be accompanied by the following documentation:
  - If the student has no prior studies subject to recognition:
    - Personal academic transcript from the source degree program
    - Curriculum stamped by the Registrar's Office of the institution of origin
    - Syllabuses from the subjects taken and/or enrolled in for the source degree program
    - Accredited degree translated into Spanish (only in the case of overseas graduates with original documentation in a language other than Spanish or English)
    - Translated official accreditation certificate of the source University and degree program (only for students with overseas studies and/or degrees, pursuant to the provisions of Article 2.6)
  - If applying for recognition of professional experience, the following must be provided:
    - Employment record certificate
    - Curriculum Vitae

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- Company certificate – only when the duties performed in the company must be accredited, or in the case of students with international professional experience who cannot provide an employment record certificate.
  - Sworn Statement indicating the veracity of the information provided (Appendix I)
4. The university may require any additional documentation from the student considered necessary to study the validation/recognition, as well as original documentation or a certified copy.
  5. If the source degree was studied at the Universidad Europea de Madrid, the documentation indicated in the first three points need not be submitted.
  6. If the source studies were completed abroad, the documents submitted must be duly authenticated, provided they have not been issued by an EU country. In this case, the stamp of the University of origin is sufficient.
  7. If the source studies or professional experience took place abroad, the documents submitted must be translated into Spanish provided the originals are in a language other than Spanish or English.
  8. After sending the duly completed recognition application and the minimum required documentation, the student will receive an initial *Recognition/Validation Orientation* by email within 8 working days. The *Recognition/Validation Orientation* is provisional; it has no official validity and is subject to submission of the official documentation indicated above, as well as the approval of the Faculty or School Dean or Director and compliance with the applicable legal requirements.
  9. If the student does not agree with the *Recognition/Validation Orientation* received, they may request its revision via the Online Application platform used previously. This revision request must be sent within 10 days from the time the *Recognition/Validation Orientation* was sent, and it must be accompanied by additional documentation or proof to justify the revision. After this deadline, it is understood that the student agrees with the *Recognition/Validation Orientation* and no subsequent revisions may be requested. Only one revision may be requested.
  10. The provisional orientation will become final once indicated by the Validation Committee of the corresponding Faculty/School, and with the approval of the Faculty or School Dean or Director, after the student has submitted all the required official documentation.
  11. The period in which the provisional orientation will become final is 15 days from the time all the official documentation is submitted by the student. The applicant will be

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notified of the *Final Validation/Recognition Resolution* by email sent to the address provided in the application; from this moment the recognition will be made effective on the student's transcript.

12. The student has a period of one month from the receipt of the *Final Validation/Recognition Resolution* to claim any error in the qualifications contained in the Final Resolution or any discrepancy between the recognitions of the provisional orientation and those that appear in the *Final Validation/Recognition Resolution*. After this period the resolution will become irreversible and no appeal may be submitted. If the student has applied for their degree and paid the relevant fees, it shall be considered that they agree with their transcript and no application for changes may be submitted.
13. After the period for appealing the *Final Validation/Recognition Resolution*, the student may not reapply for recognition of the same degree program applied for the first time. Only in the case of Master's Degrees lasting more than one year or extended courses, and in the case of legal simultaneity of studies or professional experience acquired after the date of the first application, meaning that the student will have additional documentation to that provided in the first application, may the student reapply for recognition of the same degree program. The Faculty/School Dean/Director must decide whether to accept the application.
14. If, during the official appeal period, the student requests a repeal of the recognition of any of the subjects indicated in the *Final Validation/Recognition Resolution* in order to study them, they must submit the relevant repeal document (Appendix II to this Regulation).
15. The recognized subjects or modules will be considered passed for all effects and purposes and, therefore, no further assessment will be required. The subjects or modules which have been recognized will appear as such with this denomination and with the corresponding ECTS credits on the student's transcript, and they will have the points equivalent of the grade obtained in the source subject. If the official degrees or academic certificates provided by the student only express an overall average grade, this average grade will be applied to each of the subjects or modules recognized. If the relevant degree does not express an average grade and there is no other document to accredit a grade, the grade for each subject will be 5 (five). 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

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

The recognition of all enrolled students who do not submit all the required official documentation before the 15th of the month after their program start date will be rejected due to lack of documentation, and it will be understood that the student withdraws their application. For late arrivals, the deadline will be the 15th day of the month following the formalization of their enrollment. In the case of students with overseas studies, submitting proof of having requested the appropriate documentation during this period will be accepted as initial documentation to maintain the application process open. They will have an additional period of 30 days to submit the official documentation.

### Article 3. CONDITIONS FOR CREDIT RECOGNITION

1. The following may be provided as merits, and therefore considered for recognition:

- Subjects completed in official university studies, both in Spain and overseas, whose content, skills and workload coincide with those of the subject to be recognized. Except in exceptional cases, only graduate degree subjects may be recognized.
- Subjects completed in unofficial university studies (private degrees issued by official universities), both in Spain and overseas. The subjects to be recognized must have a similar workload, content and skills to the subjects completed.

According to current legislation, up to a maximum of 15% of the total credits for a degree program may be recognized, combining private university degrees and professional experience, except for degree programs with an Official Description that establishes a lower maximum.

Notwithstanding the above, credits from private degrees may, in exceptional cases, be recognized as a higher percentage than indicated in the above paragraph or, where appropriate, be totally recognized, as long as the private degree has been discontinued and replaced by an accredited degree. For this purpose, the accredited degree official description must indicate this, as well as the curricular design relating to the private degree, and the credit recognition proposal.

- Accredited professional experience, provided it was in the professional field of the degree program, and the activity carried out covers the skills of the subjects or modules to be recognized.

Only professional experience accumulated before the start date of the Master's Degree for which the student is applying for admission and/or is enrolled in may be

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considered for recognition. Professional experience accumulated after the start date may only be exceptionally considered for Master's Degrees lasting more than one year and/or students with no recognizable professional experience before the start date of the program, provided it was initiated before the start date of the subject for which recognition is requested.

According to current legislation, up to a maximum of 15% of the total credits for a degree program may generally be recognized, combining private university degrees and professional experience, except for degree programs with an Official Description that establishes a different maximum according to Art. 3.1 and Art. 6.4 of RD 1393/2007.

2. In no case may credits for be recognized for Master's Theses.
3. Applications for the recognition of subjects or modules already graded on the student's transcript at the time of application will not be accepted.
4. Applications for recognition will not be accepted more than 30 days after the start of the subject. For late arrivals, the deadline will be 30 days from the formalization of enrollment.
5. Subjects recognized in the source degree program transcript will not be recognized. In this case, the documentation and official curriculum of the initial degree program from which the recognition was obtained must be submitted; these will be used to study the UEM recognition.
6. Subjects taken as an exchange student (Erasmus or others) and reflected in the academic transcript of the destination university will not be recognized. In these cases, subjects recognized by the source university after completing the exchange will be subject to recognition.
7. Extracurricular internships will not be recognized as professional experience.
8. Recognition applications will not be accepted once the program in which the student was enrolled and for which they request recognition has been completed.

### ADDITIONAL PROVISIONS

1. Repealing the recognition of any subject or module, according to the procedure and deadlines indicated in section 1 of this Regulation, means that the student may not reapply for the recognition repealed.

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2. The general and specific criteria in force at the university and each Faculty/School will be used to recognize subjects or modules and professional experience; these may vary each academic year according to current legislation.
3. *Recognition/Validation Orientations* may vary from one academic year to the next, according to the criteria and legislation in force at the time of application.
4. Subjects or modules will not be partially recognized.
5. Recognition/Validation Orientations, and therefore the applicable recognitions, may vary between the different Universidad Europea universities (Universidad Europea Madrid, Universidad Europea Valencia and Universidad Europea Canarias), depending on the approved curricula in force.
6. Credits that are not recognized, and which therefore the student must study and pass to obtain the Master's Degree for which they request recognition, must add up to at least 40% of all credits included in the relevant curriculum, except for Double Degrees, where the number of credits to be studied will be determined by the provisions of the relevant agreement.
7. Recognition requests will not be accepted if:
  - They are performed outside of the official channels established by the university in this document.
  - They do not comply with the deadlines and situations specified herein.
8. Validations will not be added to the transcript of students not up to date on payments.

### FINAL PROVISION

This Regulation was passed by the Academic Council on May 23, 2017.

The changes to these regulations provided for in the Article 2 apply from the academic year 2017/2018.





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### APPENDIX I

#### SWORN STATEMENT

Mr./Ms. \_\_\_\_\_ of  
\_\_\_\_\_ nationality , with Passport/NIE/NIF number \_\_\_\_\_,  
declares that the details in the curriculum vitae provided in order to evaluate the recognition for  
professional experience are true.

In witness whereof, for all pertinent purposes, I hereby sign this statement.

Signed:

Villaviciosa de Odón , on ..... .., 20...

#### Legal notice

The information given in this document will be used for the purposes of Universidad Europea de Madrid, S.L.U., which include academic management of students, student admission and files, student cards, online payments, and the handling of various activities for which such information is needed (volunteering, sports, student Ombudsperson, Career and Placement Office, library loans, the Registrar's Office, academic exams, etc.) and advertising distributed by any means (telephone, mail, e-mail, etc.) and marketing activities, including by third parties, which may be of interest to the information holder. The information included in this document is obligatory. Refusal to provide the information will make it impossible to provide the services for which you are applying by filling out this form. The information in this form will be included in a mixed database handled by Universidad Europea de Madrid, S.L.U., with registered address at C/ Tajo s/n, 28670, Villaviciosa de Odón (Madrid). Also, unless specifically stated otherwise, the data subject expressly consents to the automated total or partial treatment of the data for the time necessary for the stated purposes. In any case the data subject can exercise their rights to access, opposition, rectification or cancellation, in accordance with current legislation, by writing to the Universidad Europea de Madrid at the university's main address: Responsable de Informática, Universidad Europea de Madrid, C/ Tajo s/n, 28670, Villaviciosa de Odón (Madrid), or by e-mailing [di@universidadeuropea.es.es](mailto:di@universidadeuropea.es.es).

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### APPENDIX II

Mr./Ms. \_\_\_\_\_, student of the Master's Degree in \_\_\_\_\_, with transcript number \_\_\_\_\_,

#### HEREBY REQUESTS

To withdraw the recognition of the subjects indicated below in order to study them. I hereby declare that I am aware that I may not reapply for their recognition:

Class	Degree program

In witness whereof, for all pertinent purposes, I hereby sign this statement in Villaviciosa de Odón on \_\_\_\_ \_\_, 20\_\_.

Signed: \_\_\_\_\_

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