REGULATION 1/2017 OF UNIVERSIDAD SAN PABLO-CEU ON THE RECOGNITION AND TRANSFER OF CREDITS IN BACHELOR’S DEGREE AND MASTER’S DEGREE UNIVERSITY COURSES

(Approved by the Governing Board at its session of 23 January 2017)

PREAMBLE

With the aim of fostering student mobility at national and international level, and within the University itself, taking into account the different courses making up Higher Education, and in accordance with the provisions of articles 6 and 13 of Royal Decree 1393/2007, dated 29 October (BOE no. 260, of 30 October), amended by Royal Decrees 861/2010, 43/2015 and 195/2016, Universidad San Pablo-CEU is adapting its regulations governing the system of recognition and transfer of credits. These changes are applicable to all its centres, and as well as the general criteria established on this matter by the Royal Decree specified above, include the provisions of Royal Decree 1618/2011, dated 14 November, recognising Higher Education studies.

CHAPTER I. RECOGNITION OF CREDITS

Article 1. Concept and activities subject to recognition

1. The recognition of credits involves acceptance by the University of the ECTS credits that have been obtained in official Higher Education courses, either in the same or another university, and that are calculated in other universities for the purpose of obtaining an official degree.

2. The following credits may be recognised in official degree courses: credits taken in other official higher education courses, in higher arts courses, higher level vocational training, professional courses in the plastic arts or design and in high-level sports courses, as well as university courses that lead to other degrees, as referred to by article 34.1 of Organic Law 6/2001, dated 21 December, on the university system.

3. Work and professional experience or participation in university activities relating to culture, sports, student representation, charity work or cooperation may also be recognised in the form of credits that will be eligible for the purpose of obtaining an official degree, provided that this experience is related to qualifications inherent to this degree.

4. In any event, credits corresponding to the Bachelor’s Degree and Master Degree graduation theses may not be recognised.

Article 2. On the recognition of credits in official degree courses obtained in other official degree courses
1. Recognition of credits in official Degree courses obtained in other official Degree courses must comply with the following general rules in Universidad San Pablo-CEU:

   a. If the degree that is being studied belongs to the same branch of knowledge as the original degree, a number of credits amounting to at least 15% of the total credits in the degree shall be recognised, corresponding to the basic course materials of this branch.
   
   b. The credits obtained in other basic course subjects belonging to the branch of knowledge of the degree that is being studied for will also be recognised.

   c. The rest of the credits may be recognised by the University taking into account the appropriateness of the qualifications and knowledge acquired, either in other subjects or courses taken by the student or associated with a previous professional experience and those provided for in the study plan or that are cross-cutting in nature.

2. In the above cases a) and b), the Dean or Director of each centre must decide, at the request of the student, to what subjects in the final degree course the basic course credits of the branch of knowledge passed in the original degree are imputed. The number of credits passed in the original degree must in all cases coincide with that of those recognised in the final degree.

3. For the purpose of facilitating the procedure for automatic recognition in the Academic Secretariats of each centre, the competent bodies of the University must adopt and keep updated recognition tables for the subjects previously taken, in those degrees and universities where they are most frequently requested.

Article 3. On recognition of bachelor's degree credits obtained in higher level arts courses, higher-level vocational training, professional plastic arts and design courses and higher level sports courses

1. The direct relation between the university degrees at Bachelor's Degree level and graduate degrees in arts courses, higher technical vocational training, higher technical plastic arts and design, and higher technical sports, they will be specified by an agreement between the University and the corresponding educational administration.

2. Studies will be recognised taking into account the appropriateness of qualifications, knowledge and the results of learning in subjects leading to a bachelor’s degrees and the modules or subjects of the corresponding degree in higher art courses, higher technical courses or higher-level sports courses.

Article 4. On the recognition of bachelor's degree credits obtained in official degrees under previous regulations

In the case of official university degrees corresponding to the previous regulations, the system of recognising access to the courses leading to a bachelor's degree must
respect the basic rules specified in these regulations, in accordance with the provisions of the fourth additional provision of Royal Degree 1393/2007, dated 29 October.

**Article 5. On the recognition in official university Master’s courses of the credits obtained in official degrees under previous regulations**

For official Master courses, the University may recognise credits for graduates in accordance with the qualifications framework for higher education (MECES) graduate level under the previous system, taking into account the appropriateness between the qualifications and knowledge derived from the official courses taken and those included in the study plan for the Master’s courses applied for.

**Article 6. On recognition of credits based on work and professional experience and of unofficial university courses**

1. The number of credits that are recognised for professional or work experience and unofficial university courses may not be higher in total than 15% of the total credits making up the syllabus.
2. Recognition of these credits will not involve their grading, so they will not count with respect to calculating the weighted average of the academic record.

**Article 7. On recognition of credits for university activities involving participation in university activities in culture, sports, student representation, charity work or cooperation**

1. Students may obtain academic recognition in credits for participation in university activities relating to culture, sports, student representation, charity work or cooperation.
2. For purposes of the above, the syllabus must include the possibility that students may obtain recognition of at least 6 credits out the total of this syllabus, for participation in the said activities.

**Article 8. On the syllabuses leading to official degrees**

The respective reports on the syllabuses of official courses subject to verification, will establish the criteria applicable for recognition of credits based on passing official and unofficial university courses, or for professional or work experience, as well as participation in activities relating to culture, sports, student representation, charity work or cooperation.

**Article 9. On recognition of credits for students who have started bachelor’s degrees of 240 credits that are going to be ended, or that subsequently involve fewer than 240 credits**

Students who have not obtained the degree consisting of 240 credits once all the exam sittings available by Law have been used up, will have the right to recognition of some of the credits passed, in accordance with the provisions of article 6 of Royal Decree 1393/2007, dated 29 October.
CHAPTER II. TRANSFER OF CREDITS

Article 10. Concept and application

1. Transfer of credits means that in official academic documents accrediting courses taken by each student, Universidad San Pablo-CEU will include all the credits obtained in official courses taken previously, in either this or another university, that have not led to the granting of an official degree.

2. The transfer of credits in bachelor’s degrees will not be calculated for obtaining the degree to which they are incorporated, nor will they be taken into account for calculating the weighted average grade of the degree.

Article 11. Effects on the student’s academic record

All the credits obtained by students in official courses taken at any university, and those transferred, recognised or passed to obtain the corresponding degree, will be included in the academic record and reflected in the European Diploma Supplement, regulated in Royal Decree 22/2015, dated 23 January, establishing the procedure for issuing the European Diploma Supplement by universities.

CHAPTER III. COMPETENT BODY AND DEADLINES

Article 12. Competent body

1. The body responsible for recognising credits shall be the Dean of the Faculty and Director of the School or corresponding centre.

2. Requests for recognition shall be processed at each Faculty/School/Centre by those responsible for recognition, who will act as delegates of the body responsible, and issue the corresponding recognition report.

3. The resolution of the Dean or Director shall be notified to the student by the Academic Secretariats of the University centres, once they have the necessary approval in writing from the former authorising the request.

Article 13. Deadlines

The maximum period for resolving and notifying decisions will be three months, counting from the date following that when the student presents the application.

ENTRY INTO FORCE

This regulation shall enter into force on the day following its approval by the Trustees of Universidad San Pablo-CEU.
REPEALING PROVISION

The “Modification of the Regulation on the Recognition and Transfer of Credits” approved by agreement of the Permanent Committee of the Governing Board at its session of 12 December 2012 is hereby repealed.

FINAL PROVISION

The faculty of interpreting this Regulation on the Recognition and Transfer of Credits lies exclusively with the Governing Board of Universidad San Pablo-CEU.