

UOC Academic Regulations

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Preliminary title

Article 1. Purpose and scope

1. These academic regulations are applicable to official university bachelor's degrees and university master's degrees and other UOC-certified programmes.
2. For all matters not regulated herein, the terms of the national or regional provisions governing the matter will apply.

Modified text approved by the Executive Board on 28 October 2019

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 university courses, both official and UOC-certified, 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.

Modified text of 1 approved by the Executive Board on 28 October 2019

Article 3. Admission of minors to the university

1. Minors may enrol on official and UOC-certified 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 bachelor's and university master's degree studies

Section 1a. Admission to bachelor's degree studies

Article 4. Admission requirements for bachelor's degree studies

Students meeting any of the following requirements are eligible for admission to bachelor's degree 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 holding diplomas or other qualifications officially recognized as equivalent to *bachillerato* (upper secondary school education) in the Spanish education system, obtained in the education systems of states that are not members of the European Union or states with which agreements have not been signed for the reciprocal recognition of qualifications at this level.
- 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 an 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*) issued by the Spanish education system, or hold qualifications or diplomas or have completed studies declared equivalent to these qualifications or officially recognized as valid.
- e. Students who have obtained qualifications or diplomas or have completed studies different from those equivalent to an upper secondary school qualification (*bachillerato*), advanced certificate in vocational training (*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*) in the Spanish education system, in a member state of the European Union or in other states with which reciprocal international agreements have been signed regarding this matter, when the students meet the member state's academic requirements for access to university.
- f. Students over 25 years of age who have passed the university entrance exam for those over 25 and meet the relevant requirements.
- g. Students over 45 years of age who have passed the university entrance exam for those over 45 and meet the relevant requirements.

- h. Students over 40 years of age who can demonstrate professional work experience related to the bachelor's degree to which they wish to be admitted.
- i. Students holding an official university bachelor's degree, university master's degree or equivalent qualification.
- j. Students holding an official *licenciatura, ingeniería, arquitectura, diplomatura, ingeniería técnico* or *arquitectura técnica diplomatura, ingeniería técnico* or *arquitectura técnica* engineer in accordance with the previous regulations governing university education, or hold an equivalent qualification.
- k. Students whose foreign university qualifications have been officially recognized as equivalent to Spanish university qualifications.
- l. Students who have started but not completed university studies in Spain or abroad, or who have completed university studies abroad but have not had them officially recognized or declared equivalent in Spain and wish to continue their studies at the UOC. In this case it is an indispensable requirement for the student to have at least 30 ECTS credits recognized by the UOC and for these to be included in the student's academic record. The qualification cannot be awarded and the academic record cannot be transferred unless these 30 credits are included in the academic record.
- m. Students who are eligible for admission to university according to the regulations governing the education system prior to Organic Law 8/2013, of 9 December, for the improvement of quality in education, in accordance with the requirements specified in Appendix I to these regulations.
- n. Students holding one of the qualifications referred to in Appendix I to these regulations.

Modified text approved by the Executive Board on 1 February 2016

Modified text of l approved by the Executive Board on 28 October 2019

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Article 5. Admission of students over the age of 25

1. The entrance exam for those aged over 25 is open to students who meet the following requirements:

- a. They must be aged at least 25 in the calendar year when the exam is held.
- b. They must not hold any academic qualifications that would enable them to enter university by an alternative route.

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 take the exam must be processed with the Government of Catalonia's University Admissions 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 take 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 them eligible for admission to university and cannot accredit any work or professional experience related to the bachelor's degree studies to which they would like to apply.

There is a charge for the entrance exam for UOC programmes for students over 25. This is set by the UOC Board of Trustees.

Modified text approved by the Executive Board on 1 February 2016

Modified text of 3 approved by the Executive Board on 28 June 2021

Article 6. Admission of students over the age of 45

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

- a. Have turned 45 in the calendar 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 bachelor's degree 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 take the exam must be processed with the Government of Catalonia's University Admissions 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 the UOC programmes, the university entrance exam for students over the age of 45 is held by the university. Applications to take 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 them eligible for admission to university and cannot accredit any work or professional experience related to the bachelor's degree studies to which they would like to apply.

There is a charge for the entrance exam for UOC programmes for students over 45. This is set by the UOC's Board of Trustees.

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 "Pass" or "Fail". In accordance with the general admission criteria for each programme, only those students awarded the mark of "Pass" on their personal interview may be admitted.

6. Passing marks on the entrance exam are permanently valid. In contrast, marks of "Pass" on the compulsory interview are only valid for the year in which the interview is conducted and for admission to the bachelor's degree 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. 29 of Spanish Royal Decree 412/2014), provided they adhere to the academic rules governing continuance at each university.

Modified text approved by the Executive Board on 1 February 2016

Modified text of 4 approved by the Executive Board on 28 June 2021

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 bachelor's degree courses:

- a. Have turned 40 years old in the calendar year before that in which the academic year begins.
- 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 bachelor's degree course to which they seek to apply.

2. The university opens an 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. Detailed CV.
- c. Attested copy of the student's employment history (*vida laboral*), issued by the competent authority.
- d. Formal statement that the student does not hold any academic qualification making them eligible for admission to university and that they have not applied for admission by means of this method at any other university.
- e. A covering letter explaining the student's interest in the university and the bachelor's degree course to which they are applying.
- f. Any other document or documents that the student believes might be relevant and that accredit the work and professional experience described on the CV.

There is a charge for applications for the admission of students aged over 40 who can accredit professional work experience. The amount is set in a decree fixing prices for academic services at public universities in Catalonia and at the UOC.

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 "Pass" or "Fail". Marks of "Pass" 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 "Pass" and a minimum score of 5 may be admitted.

6. Students over 40 who qualify for admission will only be eligible for admission to the requested bachelor's degree in the two semesters immediately following. If these two semesters have elapsed and enrolment has not been completed, the student will have to reapply for admission via this channel.

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. 29 of Spanish Royal Decree 412/2014), provided they adhere to the academic rules governing continuance at each university.

Modified text approved by the Executive Board on 1 February 2016

Modified text of 3 approved by the Executive Board on 28 June 2021

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 a bachelor's degree 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 courses 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 courses, bearing the original seal of the university of origin.

- c. A bank record showing that the charge for this procedure has been paid. The amount is set in a decree fixing prices for academic services at public universities in Catalonia and at the UOC.

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 bachelor's degree programme.

5. Admission to bachelor'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.

Modified text approved by the Executive Board on 1 February 2016

Modified text of 3 approved by the Executive Board on 28 June 2021

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

1. Students who have started official university studies at another university in Spain and can only gain admission through the recognition of 30 ECTS must transfer their academic record from the original university to the UOC.

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 bachelor's degree course at the same time can 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. To notify the transfer to the UOC 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.

6. Official bachelor's degree and/or university master's degree studies cannot be followed at the same time as studies that replace them.

Modified text approved by the Executive Board on 1 February 2016

Modified text of 4 and 6 approved by the Executive Board on 28 October 2019

Modified text of 1 and 2 approved by the Executive Board on 28 June 2021

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 *licenciatura*, *ingeniería*, *arquitectura*, *diplomatura*, *ingeniería técnico* or *arquitectura técnica* 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 *diplomatura*, *ingeniería técnico* or *arquitectura técnica* to complete essential additional training for admission to the course, depending on the sufficiency of the skills and knowledge attained under the programme of study for the qualifying studies for those included in the programme of study 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 higher education certificate.

- b. Photocopy of the transcript or official document certifying that the higher education certificate entitles the holder to enrol on postgraduate courses. The university can verify standards of teaching on its own account.

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. 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.

4. 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.

Modified text approved by the Executive Board on 1 February 2016

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 or recognize 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.

Modified text of 2. approved by the Executive Board on 28 October 2019

Chapter III. Admission to UOC-certified university studies

Article 13. Admission to UOC-certified master's degree and postgraduate diploma programmes

In order to enrol on programmes leading to UOC-certified master's degrees and postgraduate diplomas, students must provide proof of fulfilment of one of the admission requirements provided for in Article 10 above. Students who wish to enrol for a UOC-certified master's degree or a postgraduate diploma but do not meet one of the admission requirements specified in Article 10 can do so. However, if they pass the programme, they will not be awarded the master's degree or postgraduate diploma, but only the relevant certificate.

Modified text approved by the Executive Board on 1 February 2016

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 bachelor's degree studies

1. Students fulfilling any of the admission requirements referred to in Article 4, paragraphs a, f or g 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 transcript or entrance exam card.

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

2. Students who meet the admission requirement referred to in Article 4.b must submit a certified photocopy of the document confirming recognition of their qualification issued by the relevant authority.

3. Students who meet the admission requirement referred to in Articles 4.c and 4.e must submit a certified photocopy of a document accrediting compliance with the requirements for admission to university in their country of origin issued by the relevant authority.

4. Students who meet the admission requirements referred to in Article 4.d must submit a certified photocopy of their official qualification (Spanish) or a document confirming that it is recorded in the Ministry's register of qualifications, or documentary proof of the recognition of their qualification issued by the relevant authority.

Students who meet the admission requirements referred to in Article 4.k must submit a certified photocopy of the document confirming recognition of their qualification or certifying that it is equivalent, issued by the relevant authority.

5. Students who meet any of the admission requirements referred to in Articles 4.i and 4.j must submit a certified photocopy of the relevant qualification. Instead of a certified photocopy of a bachelor's degree qualification as recorded in the Ministry's register of graduates, these students can submit the relevant supplementary provisional certificate, provided that it has not been issued more than one year earlier, or the European Diploma Supplement.

6. Students who meet any of the admission requirements referred to in Articles 4.h and 4.l must submit the relevant documentation as specified by the university.

7. Students who meet any of the admission requirements referred to in Articles 4.m and 4.n must submit the documentation specified in Appendix I to these regulations.

Modified text approved by the Executive Board on 1 February 2016

Modified text of 1, 2, 4 and 5 approved by the Executive Board on 28 June 2021

Modified text of 2, 4 and 5 approved by the Executive Board on 25 July 2022

Article 17. Admission documents for university master's degree studies

1. Students who meet the admission requirements referred to in Article 10.1.a and hold an official Spanish university qualification must submit a certified photocopy of their qualification. These students can alternatively submit a document confirming that their qualification is recorded in the Ministry's register of qualifications, a receipt for payment of the fees for issuing the qualification or a certificate issued in lieu of the qualification if no hard copy has been issued, or the European Diploma Supplement.

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.

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.

Modified text of 1 approved by the Executive Board on 28 June 2021

Modified text of 1 and 2 approved by the Executive Board on 25 July 2022

Article 18. Admission documents for UOC-certified master's and postgraduate diploma programmes

Students applying to UOC-certified programmes leading to the qualification of UOC-certified 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 courses or programmes available for study at the UOC in a given semester or academic year for each of its official and UOC-certified qualifications.

2. Courses may be offered on a semesterly basis or in alternating semesters or academic years (bimesterly and biannual courses, respectively).

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

4. The UOC reserves the right to close admission and/or enrolment in any programme or course offered when there is a higher than expected number of enrolments, which may jeopardize the quality and organization of teaching. The UOC must strive to guarantee students' right to complete their degree within the time envisaged. As a result, any student in this situation will be able to enrol in the relevant course(s).

Modified text of 4 approved by the Executive Board on 28 June 2021

Article 21. Potential semesterly enrolment in official programmes

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

2. The potential enrolment includes: courses that have been officially recognized; courses on which the student has received a final mark of "Absent" or "Fail", provided they are part of the semesterly enrolment offer; and courses open to the student for enrolment (i.e. the semesterly enrolment offer for the programme on which the student is enrolled, less the courses 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 courses and academic programmes.

Chapter II. Enrolment requirements

Article 23. Enrolment requirements for official courses

1. Students seeking to enrol on a bachelor's degree or university master's degree programme at the UOC must enrol on, at least, one course 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-certified programmes).

2. Exceptionally, in duly justified cases and with the authorization of the corresponding tutor or tutors, 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 courses 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-certified courses

The minimum and maximum number of credits on which students in programmes leading to UOC-certified qualifications may enrol are established 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 courses. 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 tutor or tutors, 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 courses.

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.

Modified text approved by the Executive Board on 1 February 2016

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 courses 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 tutor and/or documentary proof from the student of the rationale for the requested exception.

Article 27. Programmes and courses with prerequisites

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

2. Exceptionally, students may enrol on a course or programme without meeting all the enrolment requirements, provided they obtain authorization to do so from their tutor 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 courses

1. Students may enrol on recognized courses during the regular enrolment period. These courses will be listed on the transcript as passed once the enrolment has been processed.
2. If the courses are being recognized as the result of the adaptation of a UOC programme of study, 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 courses exercising the right to examination

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

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

2. For courses with internships, students must first successfully complete the internship in order to enrol on the course exercising their right to examination.
3. The financial terms of enrolment on a course exercising the right to examination are as established in the university's financial regulations.

Modified text of 1 approved by the Executive Board on 22 March 2021

Article 30. Enrolment on minors

1. Within the context of programmes leading to bachelor's degrees or joint programmes coordinated by the UOC, 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 courses 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 courses 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 courses have been passed.

4. Students may only enrol for one (1) minor from the list available for each bachelor's degree.

Modified text of 1 and 4 approved by the Executive Board on 28 October 2019

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.

Modified text approved by the Executive Board on 1 February 2016

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 courses in the enrolment, withdraws from a course, or substitutes a given course or courses 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 courses 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-certified 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-certified programmes due to changes in the programme of study.

Article 33. Cancellation of the enrolment

1. Withdrawal from all courses 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 courses 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 courses 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 course, it does not count towards the total number of times the student may take 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 programme of study; in contrast, given their voluntary nature, extracurricular internships are not part of the programme of study, 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 35 bis. Requirements to undertake external internships

1. To undertake external internships students must meet the following requirements:
 - a. Be enrolled for an official or UOC-certified qualification relevant to the competencies to be acquired during the internship.
 - b. In the case of curricular external internships, they must meet the compulsory academic prerequisites for the programme of study to which the internship is linked and be enrolled for the course linked to the internship.
 - c. In the case of extracurricular external internships they must not have exceeded the number of hours specified in Article 36 and in bachelor's degrees they must have completed at least 50% of the total credits for the programme of study to which the internship is linked.
2. Students who hold a qualification cannot undertake external academic internships related to this qualification.

Additional text approved by the Executive Board on 1 February 2016

Article 36. Type, duration and dedication

1. External academic curricular and extracurricular internships can be undertaken in person, without being physically present, online or in blended format. Each programme of study establishes the formats in which external academic internships can be undertaken.
2. External academic internships should preferably be undertaken during the academic semester. Exceptionally, they may be undertaken outside this period provided that the student meets the requirements specified in Article 35 bis. In all cases, 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 external curricular internships is determined by the number of credits assigned to the course to which the internship is linked.
4. The duration of external extracurricular internships may not exceed 50% of the academic year and they may not be allocated more than 750 hours per programme of study per academic year. Nor can the total number of hours for a programme exceed the result of multiplying the number of hours per academic year by half the number of academic years in the programme.

Modified text approved by the Executive Board on 1 February 2016

Modified text of 1 approved by the Executive Board on 28 June 2021

Article 37. Location of internships

1. UOC students can undertake curricular and extracurricular external academic internships in partner organizations such as national and international companies, institutions and public and private entities.
2. UOC students can undertake external academic internships in a company, institution or public or private entity which employs them, provided that they obtain express authorization from the relevant UOC bodies.
3. UOC students can also undertake external academic internships at the UOC itself, subject to the requirements published by the university each semester in the Virtual Campus.

Modified text approved by the Executive Board on 1 February 2016

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 cannot be the same person who acts as academic tutor and cannot be a blood relative up to the second degree of kinship, or a relative by marriage up to the second degree. If such a relationship should exist, a co-tutor with no family ties to the student must be appointed.
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 member of faculty who teaches in the same field as the studies on which the student enrolled.

Modified text of 2 approved by the Executive Board on 28 June 2021

Article 39. Rights and responsibilities

1. During their internship, UOC students have the rights and obligations established in current legislation applicable to external academic internships by university students.

2. The rights and obligations of the academic tutor and the tutor in the partner organization are those established in current legislation applicable to external academic internships by university students.

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.

Modified text approved by the Executive Board on 28 October 2019

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.

5. In the case of external curricular academic internships, the agreements regarding educational cooperation cannot be extended and the activities forming part of the training project must be completed within the hours assigned according to the teaching load of the internship course.

6. In the case of external extracurricular academic internships, a maximum of two (2) extensions can be granted on agreements regarding educational cooperation, although the initial duration of the agreement plus

any extensions cannot exceed 750 hours per academic year. In this case the content of the training project will not change. A maximum of two (2) educational cooperation agreements can be signed for the same student at the same internship centre, including possible extensions. At least one (1) month must elapse between one agreement and another if the student has completed the maximum number of hours (750) at that institution or company. In this case the content of the training project must be different. If the maximum number of internship hours has not been completed with that institution or company, the two agreements may run consecutively until the maximum number of hours allowed has been completed.

7. An external curricular internship may continue as an external extracurricular internship with no break between them. The continuation of the internship can be formalized in a new extracurricular internship agreement or via an initial agreement that specifies terms for curricular and non-curricular internships.

Modified text approved by the Executive Board on 1 February 2016

Modified text of 6 approved by the Executive Board on 28 October 2019

Modified text of 6 and addition of 7 approved by the Executive Board on 28 June 2021

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. If, where applicable, there is a purely discretionary monetary allowance as a grant or bursary for study. Extracurricular academic internships should preferably be remunerated.
- 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.

Modified text approved by the Executive Board on 1 February 2016

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.

The student can agree leave and holidays with the partner organization, provided that the total number of hours in the agreement is completed. In the case of remunerated internships, if leave or holidays lead to a change in the end date of the agreement, they will not count as remunerated and will not affect the total remuneration payable.

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.

Modified text of 2 approved by the Executive Board on 28 June 2021

Chapter III. Mobility programmes

Article 51. Scope of regulation

This title 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 courses 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 courses from the same programme of study (curricular mobility) or the recognition of mobility credits (extracurricular mobility), which will be included on the European Diploma Supplement (DS) 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) course 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-certified 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 courses or credits on which they will enrol or the work plan to be followed for the internship during the extension.

TITLE IV. Final projects

Addition of title approved by the Executive Board on 15 February 2021

Article 59. Final projects

1. Royal Decree 1393/2007, of 29 October, which establishes regulations for official university qualifications, stipulates that bachelor's degrees must conclude with the preparation and defence of a bachelor's degree final project and master's degrees must conclude with the preparation and defence of a master's degree final project. Bachelor's and master's degrees thus both conclude with the preparation of a final project.
2. Final projects are original, independent assignments prepared individually by UOC students, in which they are required to demonstrate that they have mastered all the competencies acquired during the programme and that they have attained the overall learning objectives.
3. The project may be of different types and in different formats according to the needs and orientation of the programme. The course plans specify the formats acceptable for each qualification.
4. The maximum and minimum numbers of credits for the final project are specified in current legislation.
5. The course plans and the final project guide for the course contain full, detailed information about these regulations and specify requirements for enrolment, the methodology used, competencies and learning outcomes, activities that can be assessed and the different elements and criteria for assessment of the final project, including its defence.
6. In the case of joint bachelor's and master's degrees, these regulations are only applicable if the final project course is coordinated by the UOC.
7. Final projects are protected by current intellectual property legislation.

Article 60. Areas of knowledge

1. The final project course can be structured in areas of knowledge, i.e. lines, fields of work or thematic areas, among others. The areas of knowledge involved vary according to each programme.
2. In programmes where it is allowed, the student can choose and ask to do a final project in one of the areas proposed. Based on student requests, each programme assigns places for each final project. The student works on the theme of the final project in one of these areas of knowledge.
3. If the student's request cannot be approved, a different area is allocated, taking the student's preferences into account wherever possible.
4. In programmes where it is allowed, the student can propose a subject that does not correspond to the fields of knowledge defined for the programme. Each programme is authorized to assess the viability of a final project proposed by a student.
5. Students who, for any reason, enrol after places have been assigned can only opt for areas that are still unassigned.

Article 61. Supervision of the final project

1. The tutor for the final project is appointed from the teaching staff for each area, according to their expertise and knowledge of the specific subject, following the internal criteria of each programme.
2. A final project tutor is designated for each student enrolled and will be responsible for supporting, informing and guiding the student while the final project is being prepared. The final project tutor is an expert in the subject or field in which the student is preparing the final project.
3. The role of the final project tutor is as follows:
 - a. To inform the student about the characteristics and objectives of the project.
 - b. To ensure the viability of the project with the number of hours to be dedicated by the student and ensure it is coherent with the credits allocated for the course and the programme of study.
 - c. To guide and monitor the student's work on the project.
 - d. To assess progress and the production of the final project, report or end product and determine whether it is suitable to be presented and defended.

Article 62. Defence of the final project

1. Final projects are presented and defended in accordance with the specifications of the course plan and the final project guide for each programme.
2. If the student gives an asynchronous online presentation, it must be recorded with no breaks or subsequent editing.
3. The final project can be defended in any of the languages used for teaching, although students can agree on the use of a different language with the Assessment Committee.

4. In the case of final projects for university master's degrees, the defence must necessarily be public and synchronous as required by the procedure detailed in the course plan and in accordance with established legislation. The public can attend but cannot participate.
5. The course plan indicates the period in which the project must be defended and the tools used for this. For the defence of university master's degree final projects a day and time will be assigned, as indicated in the course plan. The UOC must publish the times at which projects are to be defended sufficiently in advance and under no circumstances less than a week before the time designated. On the date and at the time designated, the student must report to the Assessment Committee, who will verify their identity.
6. Students must ensure that they have all the technological aids (microphone, camera, etc.) they need for the synchronous defence of the project. If there should be any technical problems that prevent the student and the members of the panel from communicating normally, the student's identity cannot be correctly verified, or there are circumstances that interfere with the correct conduct of the defence, the Assessment Committee, via its spokesperson, can suspend the session until it can be carried out normally or decide, at its own discretion, that it should continue.
7. If a university master's degree final project is subject to a confidentiality agreement, is affected by intellectual or industrial property rights, or there are other reasons that need to be taken into account, the defence of the project cannot be public.
8. In the case of a synchronous defence, the student can request an attendance certificate.
9. Students can be assigned a new date for the defence of their final project when they cannot attend on the date and at the time assigned to them for one of the following reasons:
 - a. Tests or exams for public sector employment.
 - b. Medical treatment or operations scheduled for the same time as the defence.
 - c. The student suffers an illness on the day scheduled for the defence.
 - d. Hospitalization (including home hospitalization) of the student, their spouse/partner, or a first-degree relative.
 - e. Death of a spouse or de facto partner, or of a first- or second-degree relative.
 - f. A significant time zone difference in the student's location on the day scheduled for their defence.
 - g. Exceptionally, the course's teaching staff may consider other unforeseen circumstances.

The UOC reserves the right to request documentary evidence of the alleged causes.

10. If students fail to attend the defence session for other reasons or cannot justify their absence, they cannot pass the final project course.

Article 63. The Final Project Assessment Committee

1. The Final Project Assessment Committee is the academic body responsible for assessing the final part of the final project course. This includes assessment of the report or product, the presentation and the defence.
2. Assessment committees for bachelor's degree final projects may consist of 2 or 3 members, as specified for each programme, while those for university master's degree final projects always consist of 3 members.

3. At least one of the members of the assessment committee will be a UOC member of teaching staff.
4. The bachelor's degree final project tutor always participates in the sessions where their students defend a project. In the case of university master's degree final projects, this is at the discretion of each programme.
5. The defence of final projects in UOC-certified programmes is asynchronous and the Assessment Committee consists of 2 members, a UOC member of teaching staff and the tutor of the final master's degree project or postgraduate project.
6. When the defence concludes, the Assessment Committee draws up a report.

Article 64. Final assessment of final projects

1. The final project is marked using a continuous assessment model. The final score takes the following three components into account:
 - a. The preparation process.
 - b. The final report or product.
 - c. The presentation and defence of the final project.
2. The UOC may require a report or product related to the preparation of the final project.
3. The components of the score are weighted as specified in the course plan.
4. The final project tutor assesses the preparation of the final project and the report or final product. The Assessment Committee evaluates the report or final product, the presentation and the defence.
5. The Assessment Committee can propose a grade of distinction (*matrícula d'honor*), but the coordinating professor for the final project course in each programme will allocate this award among all the students enrolled for the course.
6. The result obtained can be reviewed via the mechanisms detailed in the Assessment section of these academic regulations.

Article 65. Intellectual property and dissemination of the final project

Students who have obtained a grade higher than 8 can publish the final project in O2, the university's institutional open repository. Final projects must be published respecting the regulations governing intellectual and industrial property and personal data protection. The final decision to publish the work or not lies with the student, who, according to intellectual property law, owns all the rights to the project.

Article 66. Final projects in mobility programmes

1. Final projects can be undertaken at another university as part of a mobility programme when a cooperation agreement has been signed.
2. The final project is treated in the same way as other subjects in the programme of study.

3. The defence, assessment and grading of the final project must comply with these regulations, notwithstanding any special rules that may apply, as specified in the agreement.

Article 67. Final project in partnership with an external body

1. The final project can be undertaken within the framework of an agreement with a body or organization other than the UOC.

2. If the UOC has a relationship with the other organization and establishes an agreement covering final projects, the UOC and the other organization will determine the conditions that must be met when students are to undertake all or a significant part of the project in that organization.

3. The following points must be taken into account when final projects are undertaken in another organization:

- a. Conditions for the participation of a tutor or co-tutor in the organization, who will assist in defining the content of the project or overseeing its progress, in addition to the UOC final project tutor.
- b. Factors that determine whether the period spent with the organization is eligible as a final project, so that the relevant agreement can be signed and the project can be accredited in the student's academic record, as detailed in the following article.
- c. The conditions governing the completion of the final project in the organization where the student works. In such cases, if the student is employed by the company or institution, no educational cooperation agreement is necessary.

Article 68. Final projects subject to confidentiality agreements

1. When the final project has been completed, students who wish the report, presentation and defence of the final project to be subject to a confidentiality agreement or to be protected by intellectual or industrial property rights must request this following the procedure established for each programme.

2. All persons responsible for assessing the final project, who must be expressly notified that the final project is subject to a confidentiality agreement or is protected by intellectual or industrial property rights, must have access to the complete version of the final project and are obliged to keep its content secret and treat it as absolutely confidential. Before the final project is submitted to the Assessment Committee, its members must provide the coordinating professor with a duly signed confidentiality agreement.

3. The final project or part of the same subject to a confidentiality agreement cannot be defended publicly or published in O2.

TITLE V. Transfer and recognition of credits

Chapter I. General provisions

Article 69. 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-certified university courses or other higher education courses, for certain extracurricular activities, or for professional experience.

Article 70. 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 institution of origin, in accordance with the system detailed in Article 109.2, except in the following cases:
 - a. When the recognized credits correspond to more than one course, the average mark for the courses 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 "Pass" 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-certified 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 courses successfully completed to earn the minor.
3. Credits awarded for university studies in other countries will be converted to the grading system described in Article 109.2.

Article 71. 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 72. Recognition of credits

1. The recognition of credits refers to the acceptance, within the framework of official or UOC-certified 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 programme of study 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-certified master's degree final projects, or postgraduate course final projects be eligible for recognition.
3. Neither can credits for courses graded as "Pass by compensation" be recognized.

Article 73. 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 bachelor's degree programmes

Article 74. Bachelor's degree studies

Credits will be recognized in bachelor's degree studies in accordance with the following criteria:

- I. When the previous official university course and the new bachelor's degree 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:
 - 1st. Submitted credits will be recognized when the knowledge and skills acquired under the previous programme of study are the same as those acquired in courses included in the new bachelor's degree course programme of study; the number of credits recognized in this case will be limited to the number of credits that would have been earned for the recognized course in the new bachelor's degree course programme of study (credits submitted in excess of the number of recognized credits will not give rise to any type of compensation or separate recognition).

2nd. Any credits corresponding to basic training courses 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 course according to the following criteria:

- i. For completed courses, at least fifteen (15) per cent of basic training credits in the same field of knowledge as the new bachelor's degree course programme will be recognized.
- ii. For partially completed courses, at least the same number of 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 bachelor's degree course programme.

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

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

5th. Students may choose to enrol on bundles of recognized credits or take basic training courses in the corresponding subject matter. If a student chooses to enrol for recognized bundled credits, it is assumed that they decline to take the corresponding basic training courses.

- b. **Compulsory and optional credits** from a bachelor's degree course may be recognized depending on the similarity of the skills and knowledge to be attained under the previous and new programmes.

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

Modified text approved by the Executive Board on 1 February 2016

Article 75. Foreign university courses

Foreign university studies can be validated if they meet the criteria established in Spanish Royal Decree 967/2014.

Modified text approved by the Executive Board on 1 February 2016

Article 76. 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 bachelor's degree course. For the recognition of basic training credits, the criteria set out in Article 74 above shall apply.

Article 77. 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 programme of study.

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-certified qualifications may exceed the percentage indicated in the preceding paragraph or, where applicable, be recognized in their entirety, provided the corresponding UOC-certified qualification has been phased out and replaced by an official qualification, and the validation report for the new official qualification so allows.
5. For the purposes of calculating the maximum of fifteen (15) per cent referred to in paragraph 3., the following are not recognized as credits:
 - a. Courses that form part of an official programme but where the student has enrolled to study them as free courses or as part of the UOC's own courses.
 - b. Certificates from Official Schools of Languages (or equivalent qualifications) or from the UOC School of Languages or Centre for Modern Languages.

Modified text approved by the Executive Board on 1 February 2016

Modified text of 5.a approved by the Executive Board on 28 June 2021

Article 78. Recognition of academic credits for university activities (RECAAU)

1. Students may earn a maximum of six (6) optional ECTS credits on official bachelor's degree programmes 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 programme of study leading to the official university bachelor's degree for which they are requesting the recognition. Only university activities carried out in the 2007/2008 academic year or later may be recognized for ECTS credits.

3. 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.

Modified text of 1 approved by the Executive Board on 31 July 2017

Article 79. 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 courses, the overall educational value of the academic activities carried out will be used; courses and programmes do not need to be identical.

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

- a. By course: 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 courses from the student's programme of study.
- b. Any courses passed during the mobility period that are not recognized will be listed on the transcript and the European Diploma Supplement as transferred credits.

Modified text approved by the Executive Board on 1 February 2016

Article 80. Minors

1. Within the context of bachelor's degree programmes or joint programmes coordinated by the UOC, 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 courses 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 courses 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. These minors can be recognized in another bachelor's degree, provided that they are included in the list of minors for that degree.
3. Only one (1) minor may be included from the list available for each bachelor's degree.
4. The courses forming part of a minor can be recognized for other bachelor's degrees. Such recognition is governed by the provisions regarding credit recognition in these regulations.

Modified text approved by the Executive Board on 1 February 2016

Modified text approved by the Executive Board on 28 October 2019

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

Article 81. 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 courses for the university master's degree programme for which the request is made.

Article 82. Foreign university courses

1. The same criteria as set forth in Article 81 above will apply to foreign university courses, in accordance with that set out in the current legislation.
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 courses are equivalent to those to be attained in the courses of the new university master's degree course.

Modified text of 1 approved by the Executive Board on 28 October 2019

Article 83. Courses under the former university system (LRU)

1. Studies leading to an official *diplomatura*, *ingeniería técnico* or *arquitectura técnica* are not eligible for the recognition of credits in university master's degree courses.
2. Studies leading to an official *licenciatura*, *ingeniería*, *arquitectura* 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 84. Unofficial courses and professional experience

The recognition of credits for non-official programmes and professional experience is subject to the conditions specified in Article 77 in all applicable aspects, unless the credits to be recognized correspond to the bridging courses referred to in Article 12. These credits are not included in the 15% limit established, as they do not form part of the master's degree programme of study.

Modified text approved by the Executive Board on 28 October 2019

Article 85. 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 79.

Article 86. Bridging courses

Credits for bridging courses can be recognized for the courses specified in Article 72 of these regulations.

Additional text approved by the Executive Board on 28 October 2019

Section 3a. Recognition of credits in UOC-certified programmes

Article 87. Recognition of credits in UOC-certified programmes

For the recognition of credits in UOC-certified master's degree courses and postgraduate and university extension diploma courses, the terms of section 2a above will apply, but not the 15% limit provided for in Article 77.3, cited in Article 84. 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.

Students cannot obtain a specialization certificate based on recognition of all the courses studied in a university master's degree linked to the specialization.

Modified text approved by the Executive Board on 28 October 2019

Modified text approved by the Executive Board on 25 July 2022

Chapter III. Procedure for the assessment of prior studies (AEP)

Article 88. Assessment of prior studies (AEP)

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 89. 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 programme of study, 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 90. 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 course, number of credits, course type, mark, exam session 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.

Modified text approved by the Executive Board on 1 February 2016

Article 91. 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.

Modified text approved by the Executive Board on 1 February 2016

Article 92. 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 courses, the marks earned, the number of credits, the course type, the exam session 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 course is not available, a copy of the syllabus for each successfully completed course bearing the seal of the university of origin.
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.

Modified text approved by the Executive Board on 1 February 2016

Article 93. Prior studies assessment decision

1. Prior studies assessment requests deemed to be valid are assessed and decided by the 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 email 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 courses. Once students have enrolled on the recognized credits and included them on their transcript, the recognition of these courses 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.

Modified text approved by the Executive Board on 1 February 2016

Article 94. 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 95. Validity of the prior studies assessment decision

The prior studies assessment decision is applicable to the new programme of study for which the request was made and will remain valid, for the purposes of including the recognized courses on the transcript, for as long as the transcript for the new programme of study is open. Once students have enrolled on the recognized credits and included them on their transcript, the recognition of these courses may not be modified. Exceptionally, the recognition of courses in the student's academic record may be modified in the event of error or if recognition is not valid.

Modified text approved by the Executive Board on 28 June 2021

Chapter IV. Procedure for the academic recognition of professional experience (RAEP)

Article 96. Academic recognition of professional experience (RAEP)

1. In accordance with Article 6.2 of Royal Decree 1393/2007, of 29 October, the UOC offers students the possibility of having academic credits recognized based on professional experience related to the content and competencies associated with the subjects to be recognized.
2. Each year, the university will determine which courses 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 taken and passed.

Modified text approved by the Executive Board on 1 February 2016

Article 97. 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.
 - c. Submitted the requisite documents.
3. When so established as a requirement for the recognition of professional experience the student must take and pass the corresponding tests.

Modified text approved by the Executive Board on 1 February 2016

Article 98. 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).
 - 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 99. 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 93, 94 and 95, respectively, above.

TITLE VI. Assessment

Chapter I. General provisions

Article 100. 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-certified, regardless of the duration thereof and the resulting qualification.

Article 101. Assessment at the UOC

1. Assessment at the UOC is, generally speaking, online and organized around continuous assessment and final assessment. Continuous assessment is carried out by means of continuous assessment activities, whereas final assessment is carried out through final assessment tests. Specific assessment models have also been generally established for external internships and bachelor's degree, master's degree and postgraduate course final projects. The specific assessment model for each course is established each semester in the learning plan.

2. The learning plan for each course 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.

4. To verify the student's identity and the authorship of the tests and assignments used for assessment, the UOC reserves the right to use systems for recognition.

For this purpose, the UOC may require students to use a microphone, webcam or other devices during the assessment process, and check that they are working correctly. If the student's identity cannot be verified before or during the assessment, the activity will be graded as "Absent".

Modified text of 4 approved by the Executive Board on 28 October 2019

Modified text of 1 and 4 approved by the Executive Board on 22 March 2021

Article 102. Continuous assessment

1. Continuous assessment is the cornerstone of the UOC's educational model and is applicable to all courses included in the training programmes the university offers. To successfully complete continuous assessment, students must complete and pass the series of continuous assessment activities defined in the learning plan. The continuous assessment for each course is tailored to match the specific learning outcomes, skills, content and teaching load thereof.

2. Continuous assessment may be established as the only assessment model for passing a course or as an integral part of an assessment model that also includes a final assessment test.

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

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

5. To verify the student's identity and the authorship of continuous assessment assignments and assessment activities, the UOC reserves the right to ask students to identify themselves with an official identity document, passport, resident's card or driving licence, or to use identity verification systems.

For this purpose, the UOC may require students to use a microphone, webcam or other devices during the assessment process, and check that they are working correctly. If the student's identity cannot be verified before or during the assessment, the activity will be graded as "Absent".

Modified text of 4 and addition of 5 approved by the Executive Board on 22 March 2021

Modified text of 5 approved by the Executive Board on 25 July 2022.

Article 103. Final assessment

1. To successfully complete the final assessment, where applicable, students must take and pass a final assessment test. The UOC offers various final assessment test formats to accommodate the objectives and methodology of each course. The final assessment test model for each course is established in the corresponding learning plan.

2. The following types of final assessment test are used:

- a. **Synthesis tests.** 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 course. In order to take the test, students must have passed the continuous assessment in accordance with the criteria set out in the learning plan.
- b. **Exam.** This type of test aims to provide a thorough, overall assessment of the achievement of the course's desired learning outcomes.

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

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

5. To verify the student's identity and the authorship of the tests and assignments used for assessment, the UOC reserves the right to use systems for recognition.

For this purpose, the UOC may require students to use a microphone, webcam or other devices during the assessment process, and check that they are working correctly. If the student's identity cannot be verified before or during the assessment, the activity will be graded as "Absent".

6. If any indications of copying or plagiarism are detected during a final assessment test, the university reserves the right to ask the student to accredit authorship using the procedures established by the university. The verification of students' knowledge to confirm authorship of their work will under no circumstances lead to a second assessment.

Modified text of 2 and 4 approved by the Executive Board on 28 October 2019

Modified text of 2 and 4 and addition of 5 approved by the Executive Board on 22 March 2021

Addition of 6 approved by the Executive Board on 25 July 2022

Chapter II. The final assessment process

Article 104. Final test sessions

1. Final assessment tests are held at the end of each semester. All courses offer at least two final assessment test sessions each semester.
2. Students may choose the session and centre, where applicable, for the final assessment tests for the courses on which they are enrolled from amongst the different possibilities offered by the university using the personal exam schedule.
3. The personal exam schedule must be customized by the deadlines established in the UOC's academic calendar. Once the personal exam schedule has been closed, it will be binding, and the student undertakes to take the final assessment tests at the chosen time and centre, where applicable. Changes to the time 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 courses on which they enrol. To this end, the UOC provides them with the final assessment test times for each course to consult when processing their enrolment each semester.
5. In the following exceptional cases, the university may approve student requests to take overlapping exams within the context of the final test sessions:
 - a. When all possible combinations result in an overlap in the date and time of the session of two or more Final assessment tests on the personal exam schedule (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:
 - i. Work-related reasons.
 - ii. Competitive examinations for official bodies or other work-related exams.
 - iii. Medical procedures or surgery scheduled during the final test sessions.
 - iv. When the tests are for the last courses the student must pass to earn the corresponding qualification.
 - b. When students are unable to take the final assessment test they have been assigned for any of the following unforeseen, duly justified and documented reasons:
 - i. Illness of the student on the day of the tests.
 - ii. Hospitalization (including home hospitalization) of the student, the student's spouse or legally registered partner, or a first-degree relative.
 - iii. Work-related reasons.
 - iv. 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, must be taken in accordance with the following criteria:
 1. If the final assessment tests for two courses overlap, the student will have to take them consecutively without leaving the classroom, where applicable.
 2. If one of the tests is scheduled for the final morning or afternoon session, one of the tests will have to be moved up to the previous session, and the student will have to take both tests consecutively without leaving the classroom, where applicable.
 3. If the tests for three or more courses overlap, the student will have to take the tests consecutively without leaving the classroom, where applicable.

4. Under no circumstances may assessment tests scheduled in the morning be taken in the afternoon or vice versa.

7. All information regarding final assessment tests and, where applicable, where they will be held will be published on the Virtual Campus sufficiently in advance of the start of the final test period.

8. In final assessment tests students' identity will be verified by means of a national identity card (DNI), passport, resident's card or driving licence, or other methods of identification.

For this purpose, the UOC may require students to use a microphone, webcam or other devices during the assessment process, and check that they are working correctly. If the student's identity cannot be verified before or during the assessment, the activity will be graded as "Absent".

9. Upon completing a final assessment test, students may request an official document to certify their attendance.

Modified text of 1 approved by the Executive Board on 28 October 2019

Modified text approved by the Executive Board on 22 March 2021

Article 105. Final assessment in special circumstances

1. Students who are unable to take the final assessment test in any of the sessions they have chosen due to 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 take the exams for these courses the next semester in which they are offered. In these cases, the final mark earned on the continuous assessment, where applicable, is saved and combined with the mark earned on the final exam.

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

2. 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 course by another means.

Modified text of 1.b and addition of 4 approved by the Executive Board on 28 October 2019

Modified text approved by the Executive Board on 22 March 2021

Article 106. Assessment of final projects and external internships

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

2. 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.

Modified text of 1 approved by the Executive Board on 28 October 2019
Elimination of 1 approved by the Executive Board on 15 February 2021

Chapter III. Marks

Article 107. Continuous assessment marking system

1. Students will only be considered to have completed the continuous assessment procedure and thus be eligible for the relevant grade if they have completed and submitted at least fifty (50) per cent of the continuous assessment tests. If they do not submit at least fifty (50) per cent of the final assessment activities, no continuous assessment grade can be awarded and the result will be recorded as "N".

The following marks are used for the continuous assessment and apply to both the continuous assessment activities and the final mark for the continuous assessment:

A	Very high mark	Passes
B	High mark	Passes
C+	Pass	Passes
C-	Low mark	Does not pass
D	Very low mark	Does not pass
N	No mark awarded	Does not pass

2. The final grade for continuous assessment and internships is complemented by a numerical score, to one decimal place, according to the following scale:

A	9.0 to 10
B	7.0 to 8.9
C+	5.0 to 6.9
C-	3.0 to 4.9
D	0 to 2.9
N	No mark awarded

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

Modified text of 2 approved by the Executive Board on 31 July 2017

Modified text of 1 approved by the Executive Board on 28 October 2019

Article 108. Final assessment test marking system

1. Synthesis tests are given numerical marks between zero (0) and ten (10), with one decimal place.
2. Exams are marked with numerical notes between zero (0) and ten (10), with one decimal place.
3. The final assessment test scores are published by the deadlines established in the academic calendar.

Modified text approved by the Executive Board on 28 October 2019

Article 109. Final course marks

1. The final mark for the course is the result of the marks earned on the continuous assessment and/or the final assessment test, depending on the assessment model established for each course (Appendix III). Assessment models are established in the learning plan for the course 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 continuous assessment, the final assessment test 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:

Distinction	9.0 to 10
Excellent	9.0 to 10
Good	7.0 to 8.9
Pass	5 to 6.9
Fail	0 to 4.9
Absent	No mark awarded

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 on all the university's virtual campuses. 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 continuous assessment or final assessment of a course and can be combined with all the continuous assessment and final assessment test assessment models. The mark earned on the practicals is combined with the continuous assessment and/or final assessment test mark to

calculate the final mark for the course, in accordance with the weighting formula established in the learning plan.

5. Courses 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-certified postgraduate qualifications, an overall mark for the programme may also be awarded.

Article 110. Average grade for the academic record

1. The average grade for the academic record is the result of applying the following formula: the sum of all the credits obtained by the student, each multiplied by the value of the qualifications specified in Article 109.2, divided by the total number of credits obtained.

2. For the purposes of calculating the average grade for the record, the provisions of Article 70 must be taken into account.

Article 111. Review of marks

1. Students are entitled to request the review of the correction and mark awarded for final assessment tests and of the final mark for the course.

The review of the final mark for the continuous assessment may only be requested when it is the sole grounds for assessment for the course (without a final assessment test); except for this case, continuous assessment activity marks and the final mark for the continuous assessment 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 instructor'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 course's coordinating professor, 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-certified 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.

7. The outcome of any review of marks cannot lead to a mark below that obtained initially.

Addition of 7 approved by the Executive Board on 28 October 2019

Article 112. Assessment sessions

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

2. Students have a total of four sessions to pass each course. Enrolment on a course entitles students to one assessment session per semester.

3. A final grade of "Absent" does not affect the number of available exam sessions remaining. When students do not attend the session, their absence will be recorded on their transcript along with the mark of "Absent"; however, under no circumstances will they forfeit their right to take the exam. Students who attend the final assessment test session, but explicitly withdraw from the test within the first thirty (30) minutes of the session, are marked as "Absent" with the same effects as if they had not attended. If the final assessment test is online and the student views the test but does not submit any answers, the mark will be "Absent" with the same effects as if the student had not attended. For courses with compulsory practicals or that use the continuous assessment as the sole grounds for assessment, the terms of the learning plan for the course will apply and, thus, they will only be marked as "Absent" if they fail to submit the minimum number of continuous assessment activities or compulsory practicals specified in the learning plan. In this case, the mark of "Absent" will not affect the number of attempts remaining.

4. Students who use all of the sessions without passing the course may request authorization to continue with the course, 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 tutor and from the course's coordinating professor.

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

Modified text approved by the Executive Board on 1 February 2016

Modified text of 3 approved by the Executive Board on 25 July 2022

Article 113. Irregular conduct during 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 course's coordinating professor (when it occurs within the scope of a single course) or the programme director (when it occurs within the scope of multiple courses) will assess the students' actions and decide on the corresponding mark, notwithstanding the provisions of paragraph 3 of this article, according to the seriousness of the case.

3. The following conduct during continuous assessment activities and final assessment tests (including the bachelor's degree, master's degree and postgraduate course final projects) will lead to the mark of "Fail" (D/0) for the course:

- a. Copying or plagiarism in continuous assessment activities or final assessment tests.
- b. Use of a false identity in continuous assessment activities or final assessment tests.
- c. Fraudulent attempt to earn a better academic result in continuous assessment activities or final assessment tests.
- d. Assisting, abetting or encouraging copying in continuous assessment activities or final assessment tests.
- e. The use of unauthorized material or devices in final assessment tests.
- 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 final assessment tests.

Moreover, when this conduct occurs during in-person final assessment tests, students may be expelled from the classroom, and the examiner will record all aspects and information related to the case.

Such conduct may lead to disciplinary proceedings being initiated and a sanction applied if appropriate.

Modified text approved by the Executive Board on 27 July 2020

Modified text of 3 approved by the Executive Board on 22 March 2021

Modified text of 3 approved by the Executive Board on 25 July 2022

Chapter IV. Assessment by compensation

Article 114. Credit Compensation Board

1. The UOC Credit Compensation Board is an academic body which can act in connection with any of the official university programmes taught at the UOC. In response to a request by the student, if it considers it appropriate, the Board can confirm the overall aptitude of the student when the latter has only one course in the programme of study remaining to obtain a qualification.

2. The members of the UOC Credit Compensation Board are as follows:

- a. The Chair is the vice-president responsible for academic regulations.
- b. The Secretary is the person responsible for the UOC academic secretary's office.
- c. Three members: the faculty dean, the programme director and the coordinating professor.

3. The Board is considered quorate if the Chair and Secretary are present.

Modified text approved by the Executive Board on 1 February 2016

Article 115. Requirements for requesting assessment by curricular compensation

1. Students following any UOC official university programme can request assessment by curricular compensation if all the following conditions are met:

- a. The student must be enrolled for the course for which compensation is requested and have completed at least 40% of the teaching load or credits for the programme at the UOC.
- b. The student must have only one course remaining to complete the studies.
- c. The student must have taken the four ordinary examination sessions for that course and that programme. In the case of a programme whose introduction led to a programme subject to the previous university regulations (LRU) being phased out, sessions in the academic record before the change will be taken into account when calculating the number of sessions.
- d. All possible steps in the procedure for reviewing grades for the course for which compensation is requested must have been completed.

2. Evaluation by curricular compensation is subject to the following limits:

- a. Compensation cannot be granted to students whose academic records contain academic or disciplinary sanctions.
- b. Final bachelor's degree projects, final master's degree projects and final projects for postgraduate programmes are not eligible for compensation.
- c. Optional courses are not eligible for compensation, unless passing them is a compulsory requirement for adapting the student's studies to a new programme.
- d. Compensation can only be awarded once in a programme.
- e. Students from other universities who have been awarded curricular compensation in the university of origin cannot request compensation again at the UOC.

Modified text approved by the Executive Board on 1 February 2016

Modified text of 1.c approved by the Executive Board on 31 July 2017

Article 116. Requirements for requesting assessment by curricular compensation

1. Requests for assessment by compensation must be submitted within one month from the publication of the grade. The application must be addressed to the Credit Compensation Board through the channels set up by the university for this purpose, specifying the course for which compensation is requested and the sessions used, with details of the circumstances for which compensation is requested.

2. When the application has been received, the Board will decide whether it can be approved or not within one (1) month from the date of receipt. This period can be extended by a further 30 days if the Board has been unable to meet due to exceptional circumstances.

3. The Board will verify compliance with the requirements for the application and may ask for any documents or reports it considers necessary, from the student or from UOC teaching and administrative staff.

4. The Board will evaluate requests according to the following criteria: the student's academic record, competencies acquired during the programme, efforts made to pass the course and, exceptionally, the student's personal circumstances.
5. The Board's decision must be justified and the student must be informed through the UOC's normal channels of communication within three days of the decision. No appeals can be lodged against the Board's ruling.
6. If the decision is favourable, the course will qualify for compensation and will be included in the student's academic record as a "Pass by compensation" and awarded a grade of "5.0".

Addition of 4 and modified text of 5 and 6 approved by the Executive Board on 31 July 2017

Article 117. Benchmark assessments in UOC-certified programmes

Benchmark assessment implies that a course can be assessed on the basis of the competencies acquired in the rest of the programme. All the courses in the UOC-certified course must have been passed except one, which cannot be a final master's degree project or a final project for a postgraduate programme, as these are excluded from benchmark assessment. Benchmark assessment in UOC-certified programmes is the responsibility of the vice-president responsible for academic regulations.

Addition of article approved by the Executive Board on 28 October 2019

TITLE VII. Issue of certificates and certifications

Chapter I. Official degree certificates

Article 118. 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. Official qualifications are issued in Catalan and Spanish.

Modified text of 4 approved by the Executive Board on 28 October 2019

Article 119. 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 legalized documents for the courses 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. If students do not supply the documentation required, do not pay the fee within the time limits specified or are involved in disciplinary proceedings that might affect the issuance of the qualification, the application 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.
6. 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.
7. The receipt for payment of the issue fees and, where applicable, the provisional degree certificate are sent in digital format, with a secure verification code, to the email address indicated by the student on the Virtual Campus. The receipt and certificate are issued in three languages: Catalan, English and Spanish.

Modified text approved by the Executive Board on 1 February 2016

Modified text of 2, 4 and 7 approved by the Executive Board on 25 July 2022

Article 120. 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 121. 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. ELIMINATED

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

Modified text approved by the Executive Board on 1 February 2016

Elimination of 5 and modified text of 6 approved by the Executive Board on 25 July 2022

Chapter II. European Diploma Supplement

Article 122. 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.

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.

Modified text approved by the Executive Board on 1 February 2016

Article 123. 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.

Modified text approved by the Executive Board on 1 February 2016

Article 124. Issue of the European Diploma Supplement

The European Diploma Supplement is sent by post, together with the official qualification. If the official qualification has been issued before the supplement or a duplicate is requested, it will be sent by certified post to the home address indicated by the student in the Virtual Campus.

Modified text approved by the Executive Board on 25 July 2022

Chapter III. UOC-certified certificates

Article 125. General provisions

1. UOC-certified 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. UOC-certified certificates include UOC-certified master's degrees, postgraduate diplomas, university extension diplomas, specialization certificates, and other lifelong learning certificates.
3. In light of the admission requirements provided for in Article 13 above, students who successfully complete a UOC-certified master's degree or postgraduate diploma course at the UOC and are unable to offer proof that they hold an official university degree, before teaching starts on the UOC-certified programme, will be issued a university extension diploma with the programme's name.
4. The UOC keeps records of the UOC-certified degree certificates it issues in a separate university registry from its registry of official degree certificates issued by the UOC.
5. ELIMINATED

Modified text approved by the Executive Board on 1 February 2016

Modified text of 3 approved by the Executive Board on 28 June 2021

Elimination of 5 approved by the Executive Board on 25 July 2022

Article 126. Application for and issue of certificates

When the student has completed the studies in a UOC-certified programme, the university issues the relevant certificate. Certificates for UOC-certified programmes are sent as paper documents or in digital format, according to the conditions established for each programme. In the case of paper documents, they are sent by ordinary or certified post.

Modified text approved by the Executive Board on 28 June 2021

Modified text approved by the Executive Board on 25 July 2022

Article 127. 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-certified 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-certified 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-certified certificates are issued in Catalan and Spanish.

Modified text of 2 approved by the Executive Board on 28 June 2021

Chapter IV. Academic certifications

Article 128. 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 when requested by the student. It is signed by the President and the student can access it via the Virtual Campus.

Modified text approved by the Executive Board on 1 February 2016
Modified text of 2 approved by the Executive Board on 25 July 2022

Article 129. 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 surname.
 - b. The student's Spanish national ID (DNI) number.
 - c. The programme of study completed.
 - d. The courses taken, including the marks earned, the exam sessions, the course 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 certificate is signed by the President or by a person to whom this responsibility has been delegated, their signature having been registered with the ministry responsible for universities. By default, it is sent in digital format with a secure verification code. Students can request their academic certificate in paper format and it will be sent by post to the home address indicated by the student in the Virtual Campus.
4. To request a transcript, students must submit proof of payment of the associated fee.
5. ELIMINATED

Modified text approved by the Executive Board on 1 February 2016
Modified text of 5 approved by the Executive Board on 28 June 2021
Modified text of 3 and elimination of 5 approved by the Executive Board on 25 July 2022

Article 130. 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 surname.
 - b. The student's Spanish national ID (DNI) number.
 - c. The means by which the student was admitted to the university.
 - d. The programme of study completed.
 - e. The courses taken, including the marks earned.
 - f. The exam sessions.

- g. The course 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 sent to the other university by email, together with attested copies of the admission documents and, where applicable, of any previous transferred transcripts.

Modified text approved by the Executive Board on 1 February 2016

Modified text of 5 approved by the Executive Board on 25 July 2022

Article 131. Accreditation of external academic internships

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

Modified text approved by the Executive Board on 15 February 2021

Article 132. Certificate of completion

A certificate of completion is a document issued by the UOC, at the student's behest, certifying that the student took a final assessment test at a given time and, where applicable, at a given final assessment test site.

Modified text approved by the Executive Board on 22 March 2021

TITLE VIII. Phasing out of official study programmes and UOC-certified programmes

Article 133. Phasing out of official and UOC-certified programmes

The phasing out of official bachelor's degree and university master's degree studies is governed by the provisions of this chapter. These provisions are also applicable to UOC-certified programmes.

Students following these programmes can continue their studies until the plan or programme is phased out.

Modified text approved by the Executive Board on 31 July 2017

Article 134. Calendar for the phasing out of programmes of study

1. The phasing out of bachelor's degree and university master's degree programmes is carried out in accordance with a calendar gradually phasing out the courses forming the programme.
2. The calendar details the semesters available for each of the courses in the plan or programme of study being phased out.
3. Calendars for the phasing out of bachelor's degree and university master's degrees must ensure that they continue for at least the number of semesters or academic years necessary for students to complete them.
4. Calendars for the phasing out of UOC-certified programmes must ensure that they continue for no more than the number of academic years necessary for students to complete them.

Article 135. Teaching of courses scheduled to be phased out

Programmes are phased out gradually, in accordance with the number of semesters in the programme:

A programme of study leading to an official bachelor's degree qualification will be phased out over a period of no less than 8 semesters.

A programme of study leading to an official university master's degree qualification will be phased out over a period of no less than 2 semesters if the total teaching load does not exceed 60 credits, or 3 semesters if the total teaching load does not exceed 90 credits.

UOC-certified programmes are phased out over a period of the minimum number of academic years necessary for students to complete them.

Modified text approved by the Executive Board on 28 October 2019

Article 136. Examination sessions after teaching is discontinued

1. In official programmes of study, when the regular tuition of a course is discontinued, students will be offered two examination sessions or alternative systems. Exceptionally, in the case of programmes of study that are being phased out and cannot be adapted to a new programme, the programme directors may include an additional session in the calendar.
2. When teaching has been discontinued, and during these subsequent semesters, the course can be passed by means of alternative teaching (for example, teaching through an equivalent course in another bachelor's degree or university master's degree) or, when this is not possible, by means of a final examination. When enrolment opens, students will be informed of the scheme offered for each course that has been phased out.

3. When the period approved for the phasing out of the course terminates, i.e. the period of regular teaching and the number of examination sessions or alternative systems established, it will no longer be possible to enrol for the phased out course, or to pass it, and it can only be included in a student's academic record through the recognition of previous studies, until the programme is phased out completely.

Modified text of 1 approved by the Executive Board on 31 July 2017

Modified text approved by the Executive Board on 28 October 2019

Article 137. Total phasing out of a programme of study

1. A programme of study is considered to have been completely phased out when the courses comprising it are no longer taught and all of them have been discontinued.

2. Students who are studying a programme that has been phased out and have not passed all the courses cannot obtain an official university or UOC-certified qualification.

Article 138. Academic records for a programme of study that is being phased out or has been completely phased out

1. When an official bachelor's degree or university master's degree is phased out and replaced by a new bachelor's degree or university master's degree, students who wish to continue their studies can ask for their academic record to be adapted to the new programme of study in accordance with the table officially approved for this purpose. If students do not ask for their academic records for the phased-out programme to be adapted, the records will be treated as closed.

2. When a UOC-certified programme is phased out and replaced by a new UOC-certified programme, students who wish to continue their studies can ask for their academic record to be adapted to the new programme in accordance with the table officially approved by the relevant UOC body. If students do not ask for their academic records for the phased-out programme to be adapted, the records will be treated as closed.

3. When students from a programme of study that has been phased out wish to undertake university studies following a different programme, they must apply for admission to the new programme and request an assessment of their previous studies to determine whether the courses in the phased-out programme are eligible for recognition or can be adapted for the new programme. If this is not done, the academic record for the phased-out programme of studies will be treated as closed.

4. Certificates can be issued for academic records considered to be closed but under no circumstances can academic qualifications be issued.

Modified text approved by the Executive Board on 1 February 2016

TITLE IX. Adaptation of official programmes of study

Article 139. Academic records eligible for adaptation

1. Academic records can be adapted if programmes of study are being phased out or have been phased out and replaced by a new programme, in accordance with the verification report for the official qualification to which the new plan leads.
2. Students who are in a position to request an official qualification for a programme of study that is to be phased out can also ask to have their record adapted to a new plan, provided that they have not applied for that official qualification.

Modified text approved by the Executive Board on 1 February 2016

Article 140. Request for adaptation

1. A request for adaptation implies that the academic record for the former programme of study will be closed and a new record corresponding to the programme that replaces it will be opened.
2. Academic records are only adapted to new programmes of study if the student requests this.
3. The request must be submitted within the time limits specified in the UOC academic calendar, using the channels available for this.
4. The university will establish mechanisms for students to withdraw their request for adaptation within the time limits specified in the UOC academic calendar, using the channels available for this.
5. Requests for the adaptation of academic records can only be submitted when the new programme of study has been introduced.
6. The adaptation must be implemented during the semester following the request, unless the student withdraws it.

Article 141. Criteria for adaptation

1. The minimum unit that can be adapted is a course.
2. For the purposes of adaptation, only courses included in the academic record for the previous programme of study will be taken into account.
3. In order to adapt the academic record a table will be used showing equivalences between the courses in the programme of study to be adapted and the courses in the new programme.

Article 142. Result of adaptation

1. The courses adapted as a result of applying the table of equivalences will be incorporated in the new academic record by the university on its own account.

2. Students can renounce the recognition of a course that has been adapted to the new academic record. This must be done using the channels available and within the time limits specified in the UOC academic calendar.
3. Courses that have not been adapted to a new academic record can be recognized as bundled optional credits, up to the maximum allowed for each programme.

Modified text of 3 approved by the Executive Board on 28 October 2019

Article 143. Academic effects of adaptation

1. Courses that have been adapted must appear on the academic record for the new programme of study as "Recognized". They will retain the same grade as that awarded for the original course.
2. The courses in the new plan will be studied with all the examination sessions specified in Article 112, even if the academic record for the previous programme shows that some tests or exams were taken.
3. Courses which are included in the academic record for the previous programme but are finally not recognized will be transferred to the academic record for the new programme of study.

Article 144. Adaptation in cases of non-payment or failure to comply with rules on continuation

1. The academic records of students who have been sanctioned for failure to comply with UOC rules on continuation can be adapted under the same conditions as the academic records of students who have not been sanctioned.
2. The academic records of students who have been sanctioned for non-payment can be adapted under the same conditions as the academic records of students who have not been sanctioned but the sanction will appear in the academic record for the new programme of study.

First additional provision. Language

Official programmes are offered mainly in Catalan and Spanish and students can choose the language of instruction when they enrol. Exceptionally, certain programmes, because of their special characteristics, will be offered in only one language, which may be Catalan, Spanish or English.

The language specified for each programme or course, which students will be informed of when they enrol, is the language in which, by default, teaching will take place, i.e. communication with students and instructions for assessment activities.

Students can use whichever official language (Catalan or Spanish) they prefer, or the language in which the course is taught, during classes or for continuous or final assessment, except in the case of courses that evaluate language competencies or when the programme is part of an international joint programme.

Modified text approved by the Executive Board on 28 June 2021

Modified text approved by the Executive Board on 25 July 2022

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 course respected. The UOC recognizes students as the authors of the works created for a course'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. Provided that students expressly authorize it, the work they have produced in the course of their studies can be published by the UOC under the terms disclosed to students.
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.

Modified text of 4 approved by the Executive Board on 28 October 2019

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 sent to the email address obtained by the student upon becoming a student at the UOC.

Modified text approved by the Executive Board on 28 October 2019

Fifth additional provision. Certified copies

In cases where the university considers it necessary and justified, officially certified copies can be replaced by a formal declaration by the applicant that the copy is a faithful reproduction of the original.

Physical documentation and the aforementioned formal declaration can be replaced by electronic documentation issued by the relevant official body. In this case the university will verify its authenticity and validity by means of the secure verification code that appears on the document.

Additional text approved by the Executive Board on 1 February 2016

Modified text approved by the Executive Board on 28 October 2019

Sixth additional provision. Authorization for verification of data

Students can authorize the university to verify their details and/or documentation by reference to the information held by a government body. In these cases, students do not need to supply documents accrediting their details.

Additional text approved by the Executive Board on 1 February 2016

First transitional provision. Recognition of higher education studies

Studies leading to the official qualifications of *graduado en enseñanzas artísticas*, *técnico superior de artes plásticas y diseño*, *técnico superior de formación profesional*, and *técnico deportivo superior* will be recognized pursuant to the terms of Spanish 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 come into force the day following their publication in the UOC e-services portal, after they have been approved by the university's Governing Council.

Modified text approved by the Executive Board on 1 February 2016

Modified text approved by the Executive Board on 28 October 2019

Sole overriding provision

The following regulations are hereby repealed:

- a. The Admission Regulations and Regulations for the Academic Management of Admissions approved by the Governing Council on 23 May 2008.
- b. The Enrolment Regulations and the implementing rules thereof approved by the Governing Council on 23 July 2008.
- c. The Regulations for Free-Elective Courses at the UOC.
- d. The Regulations for Practicums and Final Degree Projects.

- e. The Academic Regulations and Regulations for the Management of Prior Studies Assessment approved by the Governing Council on 19 September 2007.
- f. The Assessment Regulations.
- g. The Academic Regulations for Adaptation to the EHEA approved by the Governing Council on 3 November 2008.
- h. Academic regulations governing the course preparing students over 25 and 45 years old for admission to the university.
- i. Academic regulations governing advanced training courses for professionals.
- j. Any agreement or guideline that contradicts the terms of these academic regulations.

Addition of h and i approved by the Executive Board on 22 March 2021, with retroactive effect to 1 January 2021

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. *Bachillerato* curricula of 1926, 1934 and 1938: Students will be admitted to the university 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. *Bachillerato* 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. *Bachillerato* 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. *Bachillerato* 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. *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. *Bachillerato* 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*, corresponding to second-level vocational training (*formación profesional de segundo grado*, FP II) and to third-level 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*, 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 certificate.
- c. *Maestro Industrial*, 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 corresponding certificate.
- d. *Périto en Cerámica Artística* and *Périto en Técnica Cerámica*, issued in accordance with the Decree of 18 February 1949; *Graduado en Cerámica*, issued in accordance with the Order of 10 July 1984; and *Graduado en Artes Aplicadas*, 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. *Diploma Oficial de Mandos Intermedios*, 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 Spanish 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 the *técnico superior del sistema educativo general*; this is a generic equivalence with regard to academic level. In this case, students must submit the documents certifying this equivalence to the qualification of *técnico superior del sistema educativo general* from the ministry.

3. University degrees:

- a. *Diploma Superior de Criminología*, 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*, 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*, 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*, earned in accordance with the programme of study 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*, in accordance with the programme of study 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 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 *licenciatura*, *arquitectura* or *ingeniería*, for the Senior Officer Level, and of *diplomatura*, *arquitectura técnica* or *ingeniería técnica*, 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:
- i. *Título Superior de Música* and equivalent qualifications pursuant to Royal Decree 1542/1994, of 8 July, given that they are equivalent, for general purposes, to the qualification of *licenciatura*. The following qualifications have been declared equivalent:
 1. *Título de Profesor* or *Título Profesional de Música*, issued pursuant to the Decree of 15 June 1942.
 2. *Diplomas de Capacidad* corresponding to previous programmes.
 3. *Título de Profesor Superior de Música*, issued pursuant to Decree 2618/1966, of 10 September.
 - ii. *Título Superior de Danza*, in accordance with the programme of study set out in Royal Decree 1463/1999, of 17 September.
 - iii. *Título Superior de Arte Dramático* and equivalent qualifications pursuant to Royal Decree 770/1997, of 30 May, given that they are equivalent, for general purposes, to the qualification of *licenciatura*. The following qualifications have been declared equivalent:
 1. *Diploma de Capacidad de Declamación*, issued pursuant to the Royal Decree of 25 August 1917.
 2. *Título de Profesor* or *Título 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.
 - iv. *Título Superior de Cerámica*, in accordance with the programme of study set out in Royal Decree 2398/1998, of 6 November, as it is equivalent, for general purposes, to the qualification of *diplomatura*.
 - v. *Título de Conservación y Restauración de Bienes Culturales* and equivalent qualifications pursuant to Royal Decree 440/1994, of 11 March, given that they are equivalent, for general purposes, to the qualification of *diplomatura*. The following qualifications have been declared equivalent:
 1. *Título de Restaurador* and *Graduado en Artes Aplicados a la Conservación y Restauración de Obras y Objetos de Arte y Arqueología*, issued pursuant to the orders of 15 March 1969, 9 April 1970, 20 October 1971 and 13 March 1978.
 2. *Título de Restaurador* and *Título de Conservador de Bienes Culturales*, established by the Order of 21 January 1987.
 3. *Título de Restaurador de Bienes Culturales*, established by the Order of 14 March 1989.

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*, 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 *diplomatura*. In this case, the student must submit an attested copy of the corresponding certificate (*Equivalencia a Diplomatura*, BOE - A - 1995 and *Equivalencia MECES*, BOE - A - 2018 2914).
- j. *Título de Profesor Mercantil*, as it is equivalent to the qualification of *diplomatura*. In this case, the student must submit an attested copy of the certificate.
- k. *Título de Intendente Mercantil* or *Título de Actuario de Seguros*, as they are equivalent, for academic purposes, to *licenciatura* 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 Profesor de Educación Física*, *Título de Instructor General de Educación Física* and *Título de Maestro Instructor de Educación Física*, 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 *diplomatura* 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*, 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 *diplomatura* 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.

Modified text of 3.f and i approved by the Executive Board on 28 June 2021

Modified text of 2.f approved by the Executive Board on 25 July 2022

APPENDIX II. Recognition of academic credits for cultural, sport, student representation, charitable and cooperation activities (RECAAU)

Area	Activity	Credits recognized (EHEA)
Activities	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. This includes short UOC courses, courses organized by the Joan Lluís Vives network, language courses at the Centre for Modern Languages and language certificates from official educational institutions.	As per the number of credits stipulated for each activity. Where the number of credits is not stipulated: 1 ECTS credit = 25 hours For the adaptation of LRU (pre-EHEA) credits to ECTS credits, the following equivalence will apply: 2 LRU credit = 1 ECTS credit
	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	According to the duration of the activity: 1 ECTS cr. = 25 hours

	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.	League = 1 ECTS credit
Sporting activities	Represent the UOC at university or interuniversity sport competitions.	1 ECTS credit
Student representation activities	Sit on an internal/external qualification assessment committee.	1 ECTS credit = 25 hours dedicated to the activity
	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.	1 ECTS credit = 25 hours dedicated to the activity
	Active membership of the Student Council or a faculty committee, attending meetings and participating in its activities.	Up to 6 ECTS credits per term of office, assessed by the Student Council Board
	Active membership of the University Council for a term of office.	Up to 3 ECTS credits per term of office, assessed by the Student Council Board
	Sit on the Governing Council of the La Virtual cooperative for a term (2 years).	2 ECTS credits
	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.	1 ECTS credit
	Membership of the Student Council Board and coordination of the Student Council.	Up to 6 ECTS credits, assessed by the Student Council Board
	Active participation in external and internal bodies and committees on behalf of the UOC (annual).	Up to 1 ECTS credit, assessed by the Student Council Board
	Mentoring new students in the bachelor's degree programmes of the Faculty of Computer Science, Multimedia and Telecommunications*.	6 ECTS credits
	Volunteer within the framework of the Campus for Peace programmes (at least one year).	1 ECTS credit

<p>Cooperation and charitable activities</p>	<p>Participation as a volunteer in cooperation and solidarity programmes organized by the UOC, other universities or non-profit organizations, previously approved by the UOC as an activity for which credits can be recognized.</p>	<p>1 ECTS credit for each 25 hours of volunteer work, up to a maximum of 6 ECTS credits per activity</p>
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APPENDIX III. Assessment models

The **assessment models** used are as follows:

Continuous assessment

The course can only be passed by undertaking and passing the continuous assessment.

The final mark for the course is the mark earned on the continuous assessment.

Continuous assessment with a synthesis test

The final mark for the course will be calculated according to the applicable weighting formula and when a minimum mark of 3.5 or 4 is awarded (as established in the learning plan).

When the final mark earned on the synthesis test is less than the minimum mark established for each formula, the final mark for the course will be the mark earned on the synthesis test.

To do the synthesis test, students must have passed the continuous assessment

Students who have failed the continuous assessment receive "Absent" as their final course mark (unless the programme of study specifies that the mark should be "Fail"), while if a student has not done the continuous assessment activities, the final mark is "Absent".

The final mark for students who fail to attend the synthesis test will be "Absent" or "Fail", depending on the specifications given in the course plan.

Continuous assessment with an exam

With this assessment model, students must pass the continuous assessment and the exam to pass the course.

The final mark for the course will be the mark resulting from the following weighting formula: 35% continuous assessment – 65% exam.

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

Students who do not take the corresponding final assessment test (exam) will receive the final mark of "Absent".

Exam

With all of the assessment models described above, it is possible to allow students to pass the course by means of an exam, whether or not they have passed the continuous assessment.

When the course provides for this assessment model:

- a. Students who have passed the continuous assessment may choose to take the exam, thereby tacitly waiving their right to other assessment models. Should a student take both final assessment tests (synthesis test *and* exam), accidentally or for any other reason, only the exam will be taken into account.
- b. Students who have not passed the continuous assessment must take the exam to pass the course.

The final mark for the course will be the mark earned on the exam, unless the student has passed the continuous assessment: in that case, the weighting formula provided for the "continuous assessment with an exam" model will apply. Students who do not take any final assessment tests will receive the final mark of "Absent".

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