



STUDENT PROGRESS AND CONTINUATION POLICY

CUNEF University

Approved 8 June 2021

1. PURPOSE OF THIS POLICY

- 1.1. The purpose of this policy is to regulate different aspects as required by official higher education regulations and establish the necessary mechanisms to guarantee that students progress adequately in their studies, making good use of the training offered in the degrees taught at CUNEF University.
- 1.2. The measures contained in this policy are designed to rationalize student enrolment based on their previous record and improve CUNEF University's academic performance indicators. Different regulations apply to part-time students, who can pursue their studies with different requirements in terms of dedication and performance.

2. MODES OF STUDY

- 2.1. Depending on the programme, there are up to three different available modes of study:
 - 2.1.1. **Full-time.** This format is for students who can dedicate all their time to their studies. Any student who enrolls in a minimum of 42 and a maximum of 72 ECTS per academic year will be considered a full-time student.
 - 2.1.2. **Part-time.** This format is for students who combine studying with other activities. Any student who enrolls in a minimum of 18 and a maximum of 36 ECTS per academic year will be considered a part-time student.
 - 2.1.3. **Intensified full-time.** This format is for students with an optimal performance level that allows them to progress more quickly than other full-time students. It can also be chosen by students pursuing a double degree. The students who opt for this format can enrol in a maximum of 90 ECTS per academic year.
- 2.2. The above-mentioned minimums can be lower if they match the number of ECTS that students must obtain to finish their studies.
- 2.3. The different schools in CUNEF University will establish the study mode options for each of their degrees, as well as the order in which the courses in the Curriculum should be pursued.
- 2.4. Of the modes of study available for their degree of choice, students can request the format that best adapts to their needs. They can change format at the beginning of each academic year, as long as the corresponding school authorises it.
- 2.5. When a student requests admission in the part-time mode, they must accredit the circumstances that justify their request. The corresponding school will analyse them and decide whether or not they authorise the change.
- 2.6. Students can enrol in the intensified full-time mode as of their second year, provided that they obtained at least 54 ECTS in the preceding year.

3. PROGRESS AND CONTINUATION FOR UNDERGRADUATE STUDENTS

3.1. First-year academic outcomes

- 3.1.1.** Minimum academic performance requirements, based on the study mode they are enrolled in, will apply to all students. Any students who do not meet these requirements will not be allowed to continue their studies at CUNEF University.
- 3.1.2.** Full-time or intensified full-time students must obtain a minimum of 30 ECTS in their first year. Part-time students must obtain a minimum of 12 ECTS.

3.2. Third-year academic outcomes

- 3.2.1.** In order to be able to continue pursuing their degree, CUNEF University full-time or intensified full-time students must have obtained a minimum of 120 ECTS by the time they finish their third year, including all the ECTS for all the first-year courses, according to the Curriculum.
- 3.2.2.** Full-time or intensified full-time students have a maximum of six years to finish a four-year degree, whereas part-time students have a maximum of seven years.
- 3.2.3.** For the purposes of calculating the years of enrolment, every year in part-time mode counts as 0.5.

3.3. Continuation criteria in cases of university transfer or programme change

- 3.3.1.** Students who request a transfer to CUNEF University to continue pursuing the same or similar studies must meet the requirements established by both government and CUNEF University regulations.
- 3.3.2.** Any prior credits recognised by CUNEF University when a student transfers into one of the university's programmes will be considered obtained in terms of all the above-mentioned minimum requirements.
- 3.3.3.** For the purposes of applying the continuation policy to transfers or programme changes, effective years of study will be calculated by applying the percentage calculated by dividing the ECTS obtained in the university of origin by the ECTS recognised by the receiving university to the actual years of study, as follows:

$$\text{Effective years} = \text{Actual years} \times \text{Credits Recognised} / \text{Credits Obtained}$$

If the previous calculation does not result in an integer, it will be truncated.

- 3.3.4.** When students fail to meet the continuation criteria as a result of applying the above calculation of effective years and credits obtained, they will have a year to meet them.

3.4. Consequences of not meeting continuation criteria

Any students who fail to meet the criteria established in this continuation policy will have to leave their studies. If they wish to start a new degree at CUNEF University, the same continuation criteria will apply as for transfers or programme changes, as described above.

4. PROGRESS AND CONTINUATION FOR GRADUATE STUDENTS

4.1. The continuation criteria for Master degree students is established based on the number of ECTS that students must obtain to get the degree, determined upon admission into the programme as a result of the credit recognition process and the supplementary courses assigned.

4.2. When the number of ECTS is below 90, full-time students will be required to finish their studies in two academic years from initial enrolment, whereas part-time students will have three years.

4.3. When the number of ECTS is 90 or more, full-time students will be required to finish their studies in three academic years from initial enrolment, whereas part-time students will have four years.

4.4. Continuation criteria for students enrolled in Master degrees that qualify for professional practice

Master degrees that qualify for professional practice may apply their own specific continuation criteria, as described in their ex-ante accreditation.

4.5. Consequences of not meeting continuation criteria

Any students who fail to meet the criteria established in this continuation policy will have to leave their studies.

5. JOINT DEGREES

For joint degrees with other universities, the continuation criteria will be established in the agreement between both institutions or in the ex-ante accreditation.

6. STUDENTS WITH A DISABILITY

CUNEF University will promote the adjustment of the continuation criteria to the needs of students with disabilities by assessing each specific case and adopting the appropriate specific measures.

7. EXEMPTIONS FROM THE PROGRESS AND CONTINUATION REGULATIONS

7.1. The Provost of CUNEF University may exempt students from having to pass a minimum number of courses in their first year in cases of serious illness, highly relevant job or career

change, assumption of extraordinary family responsibilities or other reasons of similar significance.

- 7.2.** When students can accredit exceptional circumstances that have prevented them from dedicating the necessary time and effort to meeting the requirements established in this policy, the Provost of CUNEF University may grant them a one-year extension to allow them to finish the corresponding studies. If, after that year, they still fail to meet the established criteria, the contents of section 3.4 of this document will be applied.
- 7.3.** In all cases, the continuation criteria included in this policy will comply with the provisions of Royal Decree 971/2007, of 13 July, on elite and high-performance athletes.