



CREDIT RECOGNITION AND TRANSFER IN UNDERGRADUATE PROGRAMMES

CUNEF Universidad

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1. DEFINITIONS

Degree of Origin and Degree of Choice

The degree of origin is the one previously pursued. The credits obtained in the degree of origin are the ones that the student seeks recognition of. The degree of choice is the degree the student wishes to pursue, seeking to include the credits previously obtained in the degree of origin.

Credit recognition

Credit recognition is the process by which CUNEF Universidad accepts credits obtained in the different training modalities included in these regulations, in this or another university, and counts them as obtained in the degree of choice, replacing a number of credits in said degree.

As established in Royal Decree 1393/2007, students may apply for recognition of credits for both official and non-official university degrees.

It also establishes that accredited work-related and professional experience may be recognized in the form of credits for the purposes of obtaining an official degree, provided that said experience is related to the skills inherent to the degree in question.

Recognised credits

Recognised credits are those obtained for courses in the degree of origin and counted toward the obtention of the degree of choice.

Any courses recognised in the degree of choice will be counted as obtained, and the student will not need to pursue them.

Credit transfer

Credit transfer is the inclusion in a student's official academic record of all the credits for official teachings obtained previously, in this or another university, that have not led to the obtention of an official degree.

2. TYPES OF CREDIT RECOGNITION IN UNDERGRADUATE PROGRAMMES

CUNEF Universidad can recognise credits for official Undergraduate Degrees in the following cases:

- a) Courses pursued as part of another official university degree, in this or another Spanish university
- b) Courses pursued as part of an official degree in a foreign university
- c) Non-official university degrees
- d) Work-related or professional experience
- e) Higher vocational education
- f) Accreditation of foreign language skills in English and other modern languages

- g) Participation in cultural, sports, student representation, community service and cooperation university activities

3. GENERAL RECOGNITION CRITERIA

Recognition will be awarded based on the following criteria:

First: The credits obtained for the Final Degree Project will not be recognised.

Second: No partial recognition will be awarded for courses or internships.

Third: The total number of credits recognised for non-official studies or work-related and professional experience can never exceed 15% of the total credits of the degree of choice, unless it is an official degree that has been declared a replacement of a former non-official, university-specific degree.

Fourth: The credit recognition process will take into account the equivalences between the courses or subjects previously pursued by the student and those included in the curriculum for the degree of choice, according to the following rules:

1. For the recognition of credits obtained for courses that are included in the degree of choice, the requirements are the following:
 - The number of credits obtained must be at least 75% of the number of credits assigned to the course that the student seeks to validate in the degree of choice.
 - The courses pursued include at least 75% of the content included in the courses that the student seeks to validate, and the skills acquired are similar.
2. Exceptionally, credits obtained for courses that are not equivalent to those included in the degree of choice will be recognised, as long as the following requirements are met:
 - The skills or contents of the courses previously pursued must be related to the skills included in the curriculum for the degree of choice.
 - The curriculum for the degree of choice must include elective credits. In this case, the number of credits recognised will be subtracted from the number of elective credits that the student must pursue in the degree of choice.

Fifth: A mandatory requirement when courses are validated in the degree of choice based on previously obtained credits is for students to obtain at least the same number of basic, compulsory and elective credits by the end of their studies as those included in the curriculum for each type of subject.

Sixth: The grade for the courses validated in the degree of choice will be the same as the grade originally awarded for the course in the degree of origin.

If necessary, the grade will be a weighted average of several grades when the credits for more than one course in the degree of origin are validated as one or more courses in the degree of choice.

4. COMPETENT BODIES IN CREDIT RECOGNITION AND TRANSFER

Credit Recognition and Transfer Committees

Each school will have its own Credit Recognition and Transfer Committee in charge of processing applications.

The Credit Recognition and Transfer Committee will be chaired by the Dean of the corresponding school or the person he or she delegates in, and made up of, at least, one or more of the degree programme directors and one or more professors selected by the Governing Council.

To process the applications, the Committee may request all the necessary reports and technical advice from other faculty members.

The Committee's decisions may be appealed before the Governing Council, who will be in charge of issuing a final ruling.

5. CREDIT RECOGNITION FOR COURSES PURSUED AS PART OF ANOTHER OFFICIAL UNIVERSITY DEGREE, IN THIS OR ANOTHER SPANISH UNIVERSITY

Each Credit Recognition and Transfer Committee will draw up a proposal for credit recognition that they will submit to the Governing Council, taking into account not only the equivalences between the skills and knowledge acquired in the degree of origin and those included in the degree of choice, but also a possible transversal nature of the courses pursued. Actual credit recognition will fall to the Governing Council, based on each school's proposal.

5.1. Recognition for basic courses

If the degree of origin belongs to the same branch of knowledge as the degree of choice, at least 15% of the total degree credits will be recognised for basic courses.

If the degree of origin and the degree of choice belong to different branches of knowledge, credits will be recognised for basic courses that belong to the branch of knowledge of the degree of choice.

5.2. Automatic credit recognition

Schools may propose automatic credit recognition for certain courses included in their curriculums, according to the general recognition guidelines described in this document. Their proposal will be submitted to the Governing Council for their approval.

This credit recognition procedure will start automatically when students apply for it, with no need for the corresponding school's Credit Recognition and Transfer Committee to process it. The Dean will submit it directly to the Governing Council for their approval.

6. CREDIT RECOGNITION FOR COURSES PURSUED AS PART OF AN OFFICIAL DEGREE IN A FOREIGN UNIVERSITY

6.1. Recognition for participation in mobility programmes

CUNEF Universidad will recognise, according to the conditions established in the mobility programme academic management regulations, the credits obtained in foreign universities when students participate in mobility programmes.

6.2. Credit Recognition outside mobility programmes

Credits for courses pursued in a foreign university will only be recognised if the degree is official in the country where it is issued, and all the academic certificates are issued by competent bodies legally authorised to issue degrees by the corresponding government authorities.

If the degree of origin is adapted to the European Higher Education Area and follows its credit system, the recognized credits will correspond to the credits of the courses of origin.

If the degree of origin does not use the European Credit Transfer System (ECTS), the Credit Recognition and Transfer Committee will be in charge of deciding the number of credits to recognise based on the training pursued, ensuring that each credit recognised accounts for at least 35% of the teaching hours established for the credit.

7. CREDIT RECOGNITION FOR NON-OFFICIAL UNIVERSITY DEGREES

Article 6 of Royal Decree 1393/2007 establishes that credits obtained for courses pursued as part of a non-official, university-specific degree are subject to recognition.

The Credit Recognition and Transfer Committee will recognise these credits according to the general criteria established in article 3 of this document.

Credits will only be recognised for full courses pursued in the university-specific degree, provided that they covered at least 75% percent of the content and skills included in the curriculum for the courses they seek to validate in the degree of choice.

8. CREDIT RECOGNITION FOR WORK-RELATED OR PROFESSIONAL EXPERIENCE

Credits for accredited work-related and professional experience are subject to recognition, provided that said experience relates to the skills pertaining to the degree of choice and the level adjusts to the characteristics of the degree.

The sum of the credits recognised for professional experience and for non-official university studies may not exceed 15% of the total credits of the degree of choice.

The Credit Recognition and Transfer Committee will decide what credits to recognise based on type and duration of work and the type of public and private institutions or companies where it took place.

If the curriculum for the degree of choice includes elective or mandatory internships, credits for these internships may be validated based on the student's professional experience, provided that the duration of said experience was 150 hours or more.

Credits for work-related or professional experience can also be recognised and used to validate basic, mandatory or elective courses, provided that the student can accredit that, as a consequence of said work, he or she acquired at least 75% of the skills included in the modules, subjects or courses they seek to validate, accrediting at least a year of full-time professional experience.

For course recognition proposals, the committees may ask students to take a test or participate in a personal interview to verify their skills.

9. CREDIT RECOGNITION FOR HIGHER VOCATIONAL EDUCATION

Higher vocational education is subject to recognition, provided that the student completed the full cycle, and its content relates to the skills pertaining to the degree of choice. CUNEF Universidad will reach an agreement with the Community of Madrid detailing the conditions for this recognition.

According to Royal Decree 1618/2011 on the recognition of studies in the sphere of Higher Education, issued on 14 November, Advanced Technician degrees in Vocational Training, Sports Education and Plastic Arts and Design are subject to recognition.

Credits for Advanced Technician degrees in Vocational Training will be recognised according to the credit recognition tables included in the agreement established between CUNEF Universidad and the government of the Community of Madrid.

Any modification to said tables will be submitted by the Dean of the corresponding school to the Governing Council and the government of the Community of Madrid for their approval and subsequent inclusion as an addendum to the above-mentioned agreement.

Any Advanced Technician degrees in Vocational Training that are not included in the credit recognition tables can be proposed for recognition by the Credit Recognition and Transfer Committee, provided that they meet the criteria established in article 3 of this document.

The credit recognition tables approved in the agreement between CUNEF Universidad and the government of the Community of Madrid will be published on the website of CUNEF Universidad.

10. CREDIT RECOGNITION FOR PARTICIPATION IN CULTURAL, SPORTS, STUDENT REPRESENTATION, COMMUNITY SERVICE AND COOPERATION UNIVERSITY ACTIVITIES

Students may obtain credits for their participation in cultural, sports, student representation, community service and cooperation activities, provided that the curriculum for the degree of choice includes the possibility of obtaining up to 6 credits for such activities.

Students can obtain credits for the following activities:

- a) Summer and University Extension Courses
- b) Short-term courses
- c) Sports activities
- d) Student representation activities
- e) Community service and cooperation activities
- f) Arts education: official music and dance training
- g) Other activities

10.1. Summer and University Extension Courses

Credits can be obtained for participation in the Summer and University Extension Courses offered by CUNEF Universidad, its partner universities or other institutions that offer courses with a similar level.

Courses that include between 9 and 12 hours of class will be recognised with 1 credit for cultural activities. If the teaching load is between 5 and 8 hours, students will obtain 0.5 credits.

10.2. Short-term courses

The Governing Council may agree to award credits for courses organised by any of the schools at CUNEF Universidad.

The unit organising the course may request credit recognition by submitting a report that details the characteristics of the course, the dates of delivery and the number of credits that will be awarded, which cannot be below 1 or above 3. The organisers may also establish a public price for these courses.

Financial management of the courses will fall to the unit in charge of the course.

Courses that include between 9 and 12 hours of class will be recognised with 1 credit for cultural activities. If the teaching load is between 5 and 8 hours, students will obtain 0.5 credits.

10.3. Sports activities. Student representation activities. Community service and cooperation activities

Credits will be recognised according to the regulations approved by the Governing Council of CUNEF Universidad on credit recognition for participation in cultural, sports, student representation, community service and cooperation activities.

10.4. Arts education: official music and dance training

Credits will be recognised for completing the following studies in Music or Dance:

- Professional or higher education in Music or Dance: 6 credits

10.5. Other activities

Other cultural university activities organised by CUNEF Universidad may be subject to credit recognition, provided that the Governing Council approves it previously.

Cultural and training activities organised by other institutions may be subject to credit recognition if they are included in an agreement with CUNEF Universidad.

11. CREDIT TRANSFER

Article 6.6 of Royal Decree 1393/2007 establishes that credit transfer consists in the inclusion in each student's official academic record of all the credits obtained for previous official studies, in the same or another university, that have not led to the obtention of an official degree.

Transfers will be listed verbatim on the record, with the number of credits and grades obtained originally.

12. APPLICATION PROCEDURE

Starting the procedure

Students may apply for recognition and transfer of credits into any undergraduate degrees that they are formally enrolled in. The application and ruling period will be established by the Governing Council every academic year.

Any students who wish to apply for a record transfer must do so in the period established to that effect. The Credit Recognition and Transfer Committee will decide whether they are granted recognition for 30 credits in the degree of choice or not. If they are not, students will have to request entry via pre-registration.

Exceptionally, and for duly justified causes, the Governing Council may authorise credit recognition or record transfers on different dates to those included in the calendar approved by the governing bodies at CUNEF Universidad.

Applications will be submitted, using a standardised model, at the general registry of CUNEF Universidad to the attention of the Rector. They must specify the degree of choice.

Required documents

Applications for credit recognition or transfer must include the following documents:

For courses pursued as part of an official undergraduate university degree or non-official studies pursued in university centres governed by Spanish regulations

- Certified true copy of the Official Academic Record detailing all the studies completed.
- Certified true copy of the curriculum or programme of the courses that the student is seeking recognition of, specifying the skills and knowledge acquired, the content covered, the activities performed and the number of credits or hours, stamped by the corresponding centre.

For credit transfers, students will only need to submit their Official Academic Record.

These documents will not have to be submitted if the degree of origin was pursued in CUNEF Universidad.

For studies pursued in foreign universities

- Certified true copy of the Official Academic Record detailing all the studies completed, including all the courses, the grades obtained, the number of hours or credits for each course, the academic years they were pursued in, and the grade system applied in the academic record, specifying the maximum and minimum grades in said system.
- Certified true copy of the curriculum or programme of the courses that the student is seeking recognition of, specifying the skills and knowledge acquired, the content covered, the activities performed and the number of credits or hours, stamped by the corresponding centre.
- If the documents have been issued in a foreign country, they must be duly certified and translated into Spanish by a sworn translator before submission, in accordance with the legislation of the Ministry of Education.

For work-related or professional experience

- Resumé.
- Employment history report issued by the Social Security Treasury.
- Report or certificate issued by the public or private institution or company the applicant worked for, detailing roles, tasks and duration of each.
- Statement from the applicant detailing the skills and abilities they consider acquired during their experience.

For Advanced Technician degrees in Vocational Training, Sports Education and Plastic Arts and Design

- Certified true copy of the Official Academic Record detailing all the studies completed, and proof of payment of their degree certificate issuance fees. This is not required for students who included these documents during their pre-registration or enrolment process.
- Certified true copy of the curriculum or programme of the courses that the student is seeking recognition of, specifying the skills and knowledge acquired, the content covered, the activities performed and the number of credits or hours, stamped by the corresponding centre. This is not required for students with an Advanced Technician degree in Vocational Training included in the credit recognition agreement between CUNEF Universidad and the Community of Madrid.

For participation in cultural, sports, student representation, community service and cooperation university activities

- Certified true copy of the of the certificate or diploma obtained for the activity

Credit recognition rulings

Applications will be processed within the periods specified in the calendar approved by the Governing Council of CUNEF Universidad.

Rulings on credit recognition for unfinished official university studies will include:

- A list of the courses validated in the degree of choice, detailing the corresponding grades and exam sessions that they are recognised for.
- A list of the courses passed in the degree of origin that have been recognised and transferred into the student's academic record. This list must include the university where the courses were pursued, as well as the name and type of course, the credits obtained, the academic year and the grade and exam session.

Rulings on credit recognition for official, completed university studies, or for official studies pursued in a foreign university outside a mobility programme will include:

- A list of the courses validated in the degree of choice, detailing the grades and exam sessions that they are recognised for.
- Name of university and degree of origin and a list of the courses passed in the degree of origin that have been recognised. This list must include the university where the courses were pursued, as well as the name and type of course, the credits obtained, the academic year and the grade and exam session.

The Credit Recognition and Transfer Committees will process credit recognition applications based either on the degree curriculum provided by the student or on the similarities between the courses included in the degree of origin and the courses included in the degree of choice.

Rulings on credit recognition for Advanced Technician degrees in Vocational Training will include:

- A list of the courses validated in the degree of choice, detailing the grades and exam sessions that they are recognised for.
- A list of the courses passed in the degree of origin that will be included in the student's academic record. This list must include the centre where the courses were pursued, as well as the name of the course, the credits obtained, the academic year and the grade.

Rulings on credit recognition for non-official, university-specific studies will include:

- Name of the degree of origin and a list of the courses validated in the degree of choice.

Rulings on credit recognition for work-related or professional experience will include:

- A description of the accredited work-related or professional experience and a list of the courses validated in the degree of choice.

Interested parties will be informed of the rulings directly. They are subject to appeal before the Governing Council.

After the credit recognition ruling is issued, students may modify the courses they are enrolled in.

Credit recognition for participation in university activities

Students may request credits for participation in this type of activity at any time during the academic year.

Credits for university activities that have a pre-approved value in credits will be awarded automatically.

13. INCLUSION IN THE STUDENT'S ACADEMIC RECORD

The academic record will include a clear classification of the different types of credits that can be counted towards the obtention of the degree.

Article 6.7 of Royal Decree 1393/2007 states that all credits awarded to a student for courses pursued in any university, including transferred, recognised and obtained credits, will be included in the student's academic record and in their European Diploma Supplement.

Their academic record will clearly separate those credits that can be counted towards the obtention of the degree from those credits that have been transferred but cannot be validated in the degree of choice.

Credits will be included in the academic record based on the following procedure:

Credit recognition

- a) Unfinished official studies pursued in a Spanish university
 - A list of the courses validated in the degree of choice, detailing the grades and exam sessions that they are recognised for.
 - A list of the basic, mandatory and elective courses pursued in a different degree or university, for which credits are being recognised or transferred. This list must specify the name of the course and the university, as well as the number of credits, the grade obtained, the academic year and the exam session when each course was passed.
- b) Completed official studies pursued in a Spanish university or official studies pursued in a foreign university outside a mobility programme
 - A list of the courses validated in the degree of choice, detailing the grades and exam sessions that they are recognised for.
 - Name of university and degree of origin and a list of the courses passed in the degree of origin that have been recognised. Any courses leading to credit recognition will be included in the student's record specifying the name of the course and of the university, the number of credits, the grade obtained, the academic year and the exam session when each course was passed.
- c) Advanced Technician degrees in Vocational Training

- A list of the courses validated in the degree of choice, detailing the grades and exam sessions that they are recognised for.
- Name of the degree and courses that are subject to recognition. Any courses leading to credit recognition will be included in the student's record specifying the name of the course and of the centre, the number of credits, the grade obtained and the academic year when each course was passed.

d) Non-official, university-specific studies

- The academic record will include the name of the non-official degree of origin, as well as a list of the courses that are recognised in the degree of choice.
- These credits will not include a grade, and therefore will not count towards the average final grade.

e) Work-related or professional experience

- The academic record will detail the work-related or professional experience, as well as a list of the courses that are validated in the degree of choice.
- These credits will not include a grade, and therefore will not count towards the average final grade.

f) Participation in university activities

- The academic record will detail the activities that the student has participated in, the number of credits awarded and the date of credit recognition.
- These credits will not include a grade, and therefore will not count towards the average final grade.

Credit transfer

In credit transfer processes, the academic record will include the name, type, number of credits, exam session and grade for each course in the degree of origin and, where appropriate, the name of the university and degree.

Final average grade

The final average grade will be calculated according to article 5.3 of Royal Decree 1125/2003, issued on 5 September, which establishes the grading system for official university degrees. The average grade will be calculated using all the grades obtained in the courses included in the curriculum for the degree of choice and excluding non-official university-specific studies, work-related or professional experience, transferred credits and recognised credits that do not include a grade.