

Regulations on the Recognition and Transfer of Credits at the Universidad CEU Cardenal Herrera

Approved by the Governing Council on 16th February 2011, modified by agreement of the Governing Council on 15th September 2014, and further modified by agreement of the Governing Council on 29th March 2023.

Preamble

In order to encourage student mobility, nationally, internationally, and at the Universidad CEU Cardenal Herrera (hereinafter, CEU UCH) itself, CEU UCH establishes these Regulations on the Recognition and Transfer of Credits which are applicable on all campuses. These Regulations are based on the following legislation:

Royal Decree 822/2021, of 28th September, regarding the organization of educational programmes at universities, the quality assurance of such programmes, and new approaches to credit recognition and transfer by universities. This Royal Decree also requires universities to develop their own suitable regulations in this regard.

Royal Decree 1791/2010, of 30th December, which establishes the University Student Statute, giving students the right, at all stages of their university education, to the recognition of previously acquired knowledge, skills or professional expertise. This Royal Decree also requires universities to establish appropriate mechanisms for the total or partial credit recognition of those non-official university programmes (*títulos propios*) which have been replaced by official programmes.

Finally, Royal Decree 1618/2011, of 14th November, which establishes the types of higher education programmes eligible for credit recognition by other types and the general procedure for doing so. The eligible types are:

- *Títulos universitarios de graduado* (bachelor's degrees)
- *Títulos de graduado en enseñanzas artísticas* (degrees in artistic education)
- *Títulos de técnico superior de artes plásticas y diseño* (higher diplomas in plastic arts and design)
- *Títulos de técnico superior de formación profesional* (higher vocational training diplomas)
- *Títulos de técnico deportivo superior* (higher diploma in sports coaching)

Article 1. Definition

The recognition of credits implies acceptance by CEU UCH of ECTS credits which were obtained by a student as part of an official study programme at this or another university (henceforth the programme of origin or degree of origin), and which are then incorporated into the academic record of this same student on another official study programme (henceforth the programme of destination or degree of destination) at CEU UCH. These credits will then be included in the calculation of the number of credits that the student must acquire in order to be awarded his or her desired qualification.

Accredited work and professional experience may also be recognized in the form of credits for official study programmes, provided that such experience is related to the skills and competencies required for that programme.

Under no circumstances will credits corresponding to an end-of-degree project or an end-of-master's degree project be valid for such recognition, unless the relevant activities specifically formed part of a mobility programme, in accordance with section 3 of Article 10 of Royal Decree 822/8021.

Article 2. Recognition of credits for bachelor's degrees and postgraduate programmes

2.1. Recognition of credits for bachelor's degrees

Whenever possible, recognition of credits for bachelor's degrees will correspond to specific courses or modules. In other cases, recognition may be made generically using the formula "Recognition of n core/compulsory/elective (as appropriate) credits corresponding to courses or modules forming part of the Bachelor's Degree in X at CEU UCH".

2.1.2 Recognition of credits corresponding to core courses or modules (*formación básica*):

- Between programmes belonging to the same area of knowledge: all credits corresponding to core courses on the degree of destination are eligible for recognition.
- If the programme of origin and of destination belong to different areas of knowledge, only those credits achieved from core courses which also belong to the curriculum of the degree of destination can be recognized.

2.1.3 Recognition of credits corresponding to courses or modules other than those referred to above:

Credits of a compulsory, elective or other nature, which form part of the curriculum of the degree of destination, may also be awarded via credit recognition, subject to an analysis of the documentation submitted by the student, and by taking into account the skills, competencies and knowledge acquired from courses or from professional experience and the relevance of these to the degree of destination applied for.

2.2. Recognition of credits for master's degrees

Whenever possible, recognition of credits for a master's degree (*máster universitario*) will correspond to specific courses or modules. In other cases, recognition may be made generically using the formula "Recognition of *n* core/compulsory/elective (as appropriate) credits corresponding to courses or modules forming part of the Master's Degree in X at CEU UCH".

2.2.2. Recognition of credits corresponding to courses or modules other than those referred to above:

Credits of a compulsory, elective or other nature, which form part of the curriculum of the degree of destination, may also be awarded via credit recognition, subject to an analysis of the documentation submitted by the student, and by taking into account the skills, competencies and knowledge acquired from courses or from professional experience and the relevance of these to the degree of destination applied for.

Article 3. Recognition of credits obtained from official study programmes prior to the reforms deriving from the Bologna Process

In the case of those students who hold certain Spanish higher educational qualifications dating from before the reforms deriving from the Bologna Process – namely *Licenciado*, *Diplomado*, *Ingeniero Técnico*, *Arquitecto* or *Arquitecto Técnico* – or who began such studies without graduating, credits may be recognized for those courses, modules or activities which belong to the bachelor's degree programme (*grado*) they are applying for, in accordance with the first additional provision (*disposición*) of Royal Decree 822/2021. To do this, applicants must provide the necessary documentation to enable equivalence to be established between the skills, competencies and knowledge acquired in the courses, modules or academic activities of the programme of origin and those of the degree of destination.

Article 4. Recognition of credits in the case of study programmes offered jointly by CEU UCH and other universities

In the event that the CEU UCH establishes agreements with other universities, located in Spain or abroad, to offer official study programmes jointly, the mechanisms for the recognition of credits will be detailed in those agreements. Such mechanisms will be established in accordance with the criteria contained in these regulations and the second, sixth and seventh additional provisions of Royal Decree 822/2021.

Article 5. Recognition of credits in the case of students who have undertaken studies abroad

Those who have studied abroad are subject to the provisions of Royal Decree 889/2022, of 18th October, which establishes the conditions and procedures for the validation and

recognition of equivalence of foreign qualifications and studies in higher education, and which regulates the correspondence of qualifications issued under previous qualification systems with MECES, Spain's current qualifications framework for higher education.

Article 6. Recognition of accredited work and professional experience as ECTS credits

In accordance with sections 4 and 5 of Article 10 of Royal Decree 822/2021, accredited work and professional experience may also be recognized in the form of credits, provided that such experience is related to the competencies which make up the degree in question.

CEU UCH will determine whether a student's documented professional experience is eligible for recognition for a specific number of credits, which cannot exceed 15 per cent of the total number of credits for the degree.

In any case, any relevant legal limitations in this respect concerning qualifications giving access to regulated professions will be taken into account, especially in the case of the health sciences. Such credits will not have an associated numerical mark and will not, therefore, be used when calculating the student's overall average grade.

Article 7. Recognition of credits obtained in non-official specialization courses (known as *títulos propios*) for credits on study programmes leading to official qualifications

7.1. Section 6 of Article 10 of Royal Decree 822/2021 also provides for the recognition of credits awarded as part of non-official specialization courses, known as *títulos propios*. In this case, the limit of 15% may be exceeded, and, in fact, all such credits may be recognized, provided that the non-official specialization course is no longer offered in this format, being replaced by the official study programme (such as a master's degree) for which the credit recognition is being requested. In such cases, an internal procedure will ensure that this is carried out with the appropriate academic rigour.

7.2. The recognition of these credits will not include the corresponding grades and, therefore, these grades will not contribute to the average grade the student may obtain overall.

7.3. In this respect, credits corresponding to an end-of-degree project or end-of-master's degree project are not eligible for recognition.

Article 8. Recognition of completion of official non-university educational programmes with credits for bachelor's degree programmes

8.1. Royal Decree 1618/2011, of 14th November, enables completion of non-university educational programmes to be recognized with credits for official study programmes offered by universities.

8.2. Article 2.1 of Royal Decree 1618/2011 states that the following types of studies may receive credit recognition from universities for bachelor's degree programmes:

- *Títulos de graduado en enseñanzas artísticas* (degrees in artistic education)
- *Títulos de técnico superior de artes plásticas y diseño* (higher diplomas in plastic arts and design)
- *Títulos de técnico superior de formación profesional* (higher vocational training diplomas)
- *Técnico deportivo superior* (higher diplomas in sports coaching)

Article 2.2 of Royal Decree 1618/2011 allows such programmes to be recognized with ECTS credits by universities, whether these programmes have been completed or not. However, in the latter case, that part of the programme of origin which was completed must have been awarded ECTS credits by the relevant body.

8.3. When there is a direct relationship between the study programme of origin and that of destination, the recognition procedure will be that which is established by Royal Decree 1618/2011, of 14th November. Whether or not the relationship is direct will be determined in accordance with Annex 2 of Royal Decree 1618/2011, and any subsequent update to this information that the relevant ministry may make in this regard.

8.4. In this sense, and in accordance with Article 4.2 of Royal Decree 1618/2011, any practical training carried out which is of a similar nature to practical training which is a compulsory part of a bachelor's degree programme should be eligible for partial or total recognition, within the limits for credit recognition established in these regulations.

8.5. In cases where there is no direct relationship between the study programmes of origin and destination, it is at the discretion of the relevant committees and departments of CEU UCH to determine whether the programme of origin is suitable for recognition for a particular number of credits. To do this, such bodies will request that the student provide all the documentation they consider necessary for this purpose.

8.6. In all the cases of credit recognition considered in this article, the proportion of ECTS credits recognized for the study programme of destination may not exceed 60 per cent of the total credits for that programme, as established by Royal Decree 1618/2011.

8.7. If an agreement exists between a higher vocational training institution and CEU UCH, having been approved by the CEU UCH's Governing Council and the department of the regional government responsible for vocational training, up to 25% of the credits corresponding to a suitable bachelor's degree may be awarded through credit recognition.

Article 9. Recognition of participation in university activities related to culture, sport, student representation, volunteering and cooperation with ECTS credits for bachelor's degree programmes.

In accordance with section 8 of Article 10 of Royal Decree 822/2021, students can receive recognition in the form of credits – at least 6 out of the total number for their degree – for their participation in university activities related to culture, sport, student representation, volunteering and cooperation. Teaching-related academic activities organized by CEU UCH are also eligible for credit recognition. The total proportion of credits recognized through participation in activities referred to in this article may not, under any circumstances, exceed 10 per cent of the total credits for the degree.

The specific activities which may receive such recognition, the number of ECTS credits which may be awarded for them, and the application procedure for recognition will be established by means of specific regulations.

Article 10. Credit transfers – definition

A credit transfer consists of the incorporation into the student's academic record of all credits awarded to them for official studies at any university prior to joining CEU UCH, when those credits have not already led to the award of an official qualification and have not previously undergone a credit recognition process.

Article 11. Procedure

The procedure requires students applying for study programmes at CEU UCH to provide an official statement from the university of origin concerning the student's unfinished study programme, including details of all courses, modules and activities undertaken, in accordance with the provisions of Royal Decree 822/2021, of 28th September.

This information will be entered into the student's official academic record and will appear on any certificate later issued, together with the rest of the information concerning the student's academic activities at CEU UCH.

Article 12. Decision-making bodies

The bodies responsible for the recognition of credits are:

- Each faculty dean or campus director will allocate responsibility for the recognition and transfer of credits to a certain staff member or members. This person or persons will then examine any applications and decide on proposals for credit recognition.
- The General Secretary's Office. The GSO will manage the administrative process, receive applications for credit recognition, and update students'

academic records with the credits which have been recognized or transferred, as appropriate.

Article 13. Applications for credit recognition

Students must submit applications for credit recognition via the appropriate channels during the admissions process and always before enrolment takes place.

Article 14. Documentation

Applications must be accompanied by the following records, at least:

- Certificates or transcripts of previous studies undertaken by the applicant.
- Course guides or programmes of the courses or modules completed and passed, duly stamped by the relevant university.

If the student is still waiting on academic results at the time of the application for admission, they may complete the documentation within the time limits set for their enrolment.

Article 15. Information placed on the student's academic record

Once the credit recognition decision has been made, the General Secretary's Office will update the student's academic record. This will consist of adding to this record the details of the courses or modules which have been recognized.

All credits awarded to a student as part of an official study programme – whether these derive from processes of transfer, recognition, or standard course assessment – will form part of his or her academic record and will be detailed on his or her European Diploma Supplement, in accordance with Royal Decree 1044/2003 of 1st August, regarding the procedure for the issue of the European Diploma Supplement by Universities.

Final Provision.

The Governing Council of CEU UCH has the exclusive right to interpret these Regulations on the Recognition and Transfer of Credits.