

ACADEMIC REGULATIONS FOR MASTER'S DEGREE COURSES AT THE UPC 2015-2016 ACADEMIC YEAR

This document is a translation of the original Catalan version of the 2015-2016 academic regulations for master's degree courses, which was approved by the Governing Council on 5 May 2015 (Governing Council Agreement no. 90/2015, which approves the academic regulations for master's degree courses).

The Catalan version mentioned above is the only legally valid document for the purposes of regulation and enforcement.

**Office of the Vice-Rector for Teaching Policy
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ACADEMIC REGULATIONS FOR MASTER'S DEGREE COURSES AT THE UPC

Introduction

The reform of university degree courses within the framework of the European Higher Education Area (EHEA) applies to undergraduate and postgraduate education, which is divided into the following three cycles:

1. A first cycle of undergraduate study, leading to the award of an official bachelor's degree.
2. A second cycle of postgraduate study, leading to the award of an official master's degree.
3. A third cycle of doctoral study, leading to the award of an official doctoral degree.

The reform is intended to create a Europe-wide system for integrating and harmonising the higher education courses taught at universities in the European Union. The process also promotes the mobility of students and future professionals.

Master's degrees give students advanced specialised or multidisciplinary training to prepare them for further academic study and research or for professional practice.

Official master's degree courses have a minimum study load of 60 ECTS credits and a maximum of 120, which are divided between theoretical and practical work through which students acquire the competencies outlined in the course curriculum.

A distinction must be made between qualifying master's degrees—master's degrees providing access to regulated professions—and all other master's degrees.

For the first type, the Government has established the conditions that must be met by the items in the curriculum, which must be designed so as to provide the necessary competencies to work in the profession.

The regulations set out in this document apply to both types of master's degrees taught at the UPC.

The Governing Council is responsible for approving the academic regulations for master's degree courses at the UPC and reviewing them each year to ensure compliance with possible amendments to the rules governing their application, and changes to internal criteria with respect to the previous academic year.

Area of application

These regulations are applicable to all students enrolled in official master's degree courses at the UPC. The conditions for joint master's degrees between the UPC and other universities are established in the specific agreement applicable in each case.

1. Academic organisation of the master's degree

The school or university research institute is the unit that draws up and processes proposals for master's degrees, appoints a person responsible for them and organises the mechanisms for monitoring and improving the courses. It also reports on the master's degrees to the competent bodies of the participating units, if appropriate, and directly to the Governing Council if said units so determine.

The school or university research institute assumes the following responsibilities:

- Drafting and submitting the master's degree course proposal.
- Student admission (which includes determining the appropriate selection criteria).
- Assessing the academic value of credits recognised for accredited prior learning in official courses of study, for duly accredited professional experience or for credits from courses leading to the award of a different degree (university-specific degree).
- Establishing personalised curricular pathways and enrolment plans on the basis of the recognised credits awarded.
- Monitoring and recording the academic progress of students.
- Drawing up collaboration proposals for professionals from outside the UPC's teaching and research staff (PDI).
- Coordinating all public information and announcements regarding the master's degree course.

The coordinating administrative unit may be a school, a university research institute or a management unit of the UPC. The unit is responsible for the administrative management of the course, including pre-enrolment, enrolment, student records and certificates.

2. Admission to master's degree courses

2.1. Admission information

The school or university research institute will make at least the following information available before the start of the pre-enrolment period:

1. Resources, locations (if applicable), dates and times for pre-enrolment, admission and enrolment.
2. The number of places available.
3. The specific admission requirements and criteria for assessment of specific merits and candidate selection.
4. The curriculum for the degree.
5. The study load (full- or part-time).
6. The mode(s) of delivery.
7. The language(s) of instruction.

2.2. Master's degrees

2.2.1. Requirements for admission

Official master's degrees are open to holders of an official Spanish university degree or holders of an official university degree awarded by a university that is part of the European Higher Education Area which allows access to master's degree courses in the country in which it was awarded.

Official master's degrees are also open to holders of a university degree awarded by a university in a country that is not part of the European Higher Education Area without the need to obtain official recognition for the degree. However, the University must verify that the course of study corresponds to a level of education equivalent to an official Spanish university degree and that the qualification obtained would provide admission to a master's degree in the country of award. To this end, the school or university research institute teaching the master's degree may request any documentation deemed necessary for the purposes of verification.

Admission following this process under no circumstances implies the official recognition of the degree or its acceptance for any other purpose except admission to the master's degree course.

Students in possession of university degrees corresponding to curricula previous to the introduction of Royal Decree 1393 of 29 October 2007, amended by Royal Decree 861 of 2 July 2010, will be considered for admission to an official master's degree provided that they

- hold an official undergraduate degree;

- hold an official university diploma.

These students will be granted admission to a master's degree in any discipline taught at the UPC, subject to approval by the school or university research institute, in accordance with the specific admission requirements and criteria for assessing individual merits. If necessary, candidates may be granted conditional admission on the basis of their prior learning and be required to pass the bridging courses stipulated by the unit in charge of the master's degree.

2.2.2. Specific admission requirements and criteria for assessment of merits and selection

The specific admission requirements are set by the school or university research institute and are intended to guarantee equal treatment of all suitably qualified candidates. Depending on the language or languages of instruction for the master's degree, candidates may seek the certification of foreign language skills.

The master's degree committee will consider the strength of candidates' academic records. As part of the selection process, candidates may also be required to complete an entrance examination or to provide information on specific merits related to the degree course for which they are applying.

Evaluation of academic records will be carried out in accordance with the conditions stated in Section 5.7 of these regulations, "Weighting of student records".

The school or university research institute will announce the specific admission requirements and criteria for assessing individual merits and candidate selection for each master's degree before the opening date for pre-enrolment. This information will be published on the UPC website.

2.2.3. Student admission

The school or university research institute will assess admission requests according to the corresponding selection criteria and notify candidates as to whether they have been admitted. It must also establish the specific academic pathway for each student according to the number of recognised credits (if any) awarded for accredited prior learning in previous official university courses of study.

If students disagree with the decision by the school or university research institute, they may appeal to this unit and, if necessary, lodge an extraordinary appeal with the rector of the UPC.

As a general rule, students will only be admitted to the master's degree course if, at the time of enrolment, they meet the general and specific admission requirements for the master's degree.

Bachelor's degree students who have not yet graduated because they have not yet defended their bachelor's thesis will be granted conditional admission. Their admission will be confirmed if they have been awarded the bachelor's degree by 31 October. In the case of master's degrees for which enrolment of new students takes place in the spring semester, students will be definitively admitted if they have been awarded the bachelor's degree by 28 February. These students may enrol later than the deadline set by the

school or university research institute.

If the applicant's degree has not been officially recognised, the University must first verify that the course of study corresponds to a level of education equivalent to an official Spanish university degree and that the qualification obtained would provide admission to postgraduate study in the country of award.

The school or university research institute is responsible for establishing the mechanisms and procedures for dealing with requests of this type. Documents issued outside Spain must be submitted following the requirements stated in Section 4 of these regulations, "Credit recognition and transfer".

Admission following this process under no circumstances implies the official recognition of the degree or its acceptance for any other purpose except admission to the master's degree course. If the student successfully completes the master's degree, the qualification obtained will have full official validity.

2.3. Qualifying master's degrees

2.3.1. Requirements for admission

Official master's degrees that qualify for the practice of regulated professions are open to holders of the following qualifications:

- a. An official Spanish university degree.
- b. An official university degree awarded by a university that is part of the European Higher Education Area which allows access to master's degree courses in the country in which it was awarded.
- c. A university degree awarded by a university in a country that is not part of the European Higher Education Area, official recognition of which is not required.¹

However, the University must verify that the course of study corresponds to a level of education equivalent to an official Spanish university degree and that the qualification obtained would provide admission to a master's degree in the country of award. To this end, the school or university research institute responsible for the master's degree may request any documentation deemed necessary for the purposes of verification, which may include accreditation of official recognition if it is impossible to verify the equivalence of the course of study by other means.

Admission following this process under no circumstances implies the official recognition of the degree or its acceptance for any purpose other than admission to the master's degree course.

2.3.2. Specific admission requirements

Official master's degrees that qualify the holder to practise a regulated profession are open to holders of the following qualifications:

¹ Any changes made to the relevant legislation during the course of the 2014-2015 academic year must be reflected in a revised version of these regulations.

1. An official bachelor's degree intended to lead directly to the master's degree and used as the basis for the design of the master's degree curriculum.
2. A degree that qualifies the holder for professional practice as a technical engineer in the relevant discipline.
3. An official degree that does not qualify the holder for professional practice as a technical engineer in the relevant discipline but which meets the requirements for admission stipulated in the corresponding ministerial order.
4. A degree in another discipline, provided that the candidate completes the necessary bridging courses.
5. A pre-EHEA degree, provided that the candidate completes the bridging courses if this requirement is stated in the corresponding ministerial order.

In the specific case of architecture, holders of the official bachelor's degree in Architecture Studies regulated by Ministerial Order EDU/2075/2010 of 29 July (which does not qualify for professional practice as an architect) are eligible for admission to the qualifying master's degree.

If there is sufficient demand and the necessary provisions have been made in the validation report for the master's degree, separate admission periods can be opened for each semester.

2.3.3. Student admission

The specific admission requirements are set by the school or university research institute and are intended to guarantee equal treatment of all suitably qualified candidates.

The following aspects are considered in all cases:

- The strength of candidates' academic records. Evaluation of academic records will be carried out in accordance with the conditions stated in Section 5.7 of these regulations, "Weighting of student records".
- The criteria specified in the validation report on the master's degree.

Other criteria may also be considered, including the following:

- The degree of similarity between the curricula of the candidate's previous degree and the master's degree course.
- Any additional criteria established by the school or university research centre.
- Foreign language skills in the language or languages of instruction for the master's degree.

The school or university research institute must determine and publish the weighting assigned to each of these criteria for the purposes of determining the order in which successful candidates are admitted to the master's degree.

The school or university research institute will announce the specific admission requirements and criteria for assessing individual merits and candidate selection for each master's degree before the opening date for pre-enrolment. This information will be published on the UPC website and may also be announced through other channels, as determined by the master's degree committee.

In all cases, the general and additional requirements must have been included in the validation report for the master's degree.

The school or university research institute will assess admission requests on the basis of the corresponding selection criteria and will publish the list of successful candidates. It must also establish the specific academic pathway for each student, taking into account the number of recognised credits (if any) awarded for accredited prior learning in official university courses of study, as stated in Section 5 of these regulations, "Credit recognition and transfer". Thus the school or university research institute sets the bridging courses or specific training module to be taken by each student, if applicable.

If students disagree with the decision, they may appeal to the school or university research institute responsible for the degree and, if necessary, lodge an extraordinary appeal with the rector of the UPC.

As a general rule, students will only be admitted to the master's degree course if, at the time of enrolment, they meet the general and specific admission requirements.

Bachelor's degree students who have not yet graduated because they have not yet defended their bachelor's thesis will be granted conditional admission. Their admission will be confirmed if they have been awarded the bachelor's degree by 31 October. In the case of master's degrees for which enrolment of new students takes place in the spring semester, students will be definitively admitted if they have been awarded the bachelor's degree by 28 February. These students may enrol later than the deadline set by the school or university research institute.

If a candidate's previous degree has not been officially recognised, the University must first verify that the course of study corresponds to a level of education equivalent to an official Spanish university degree granting access to official master's degree study and that the qualification obtained would entitle the holder to access postgraduate study in the country of award.

The school or university research institute is responsible for establishing the mechanisms and procedures for dealing with requests of this type. Documents issued outside Spain must be submitted following the requirements stated in Section 5 of these regulations, "Credit recognition and transfer".

Admission following this process under no circumstances implies the official recognition of the degree or its acceptance for any purpose other than admission to the master's degree course. If the student successfully completes the master's degree, the qualification obtained will have full official validity.

2.3.4. Bridging courses/specific training modules

The school or university research institute may require students to complete bridging

courses or specific training modules, depending on their previous qualifications.

1. Holders of the official bachelor's degree or degrees intended to lead directly to the master's degree and used as the basis for the design of the master's degree curriculum do not need to take bridging courses.
2. Holders of official bachelor's degrees in the same discipline that qualify for professional practice as a technical engineer do not need to take bridging courses.
3. In the case of holders of degrees in the same discipline who do not meet the conditions established in points 1 or 2 or holders of degrees in other disciplines, the school or university research centre will determine specific credits from outside the master's degree curriculum that must be taken as bridging courses. The choice of credits will depend on the student's prior learning.
4. Holders of degrees in the same discipline that qualify for professional practice as a technical engineer must take bridging courses with a study load of at least 30 ECTS credits, in addition to the master's degree curriculum.

In all cases, in order to obtain an official master's degree from the UPC, students must have successfully completed a combined study load equivalent to 300 ECTS credits between their official bachelor's degree or official degree governed by previous regulations and the master's degree.

The total study load of the bridging courses, expressed in ECTS credits, must be stated in the validation report for each qualifying master's degree.

Credits corresponding to bridging courses are treated as standard master's degree credits for the purposes of calculating enrolment fees and determining the conditions of grants and financial aid.

2.4. Visiting students

Visiting students are students from other universities who join a master's degree at the UPC as part of their education, and whose enrolment fees are not covered by a specific mobility programme or exchange agreement.

Visiting students are entitled to assessment and to receive official certification upon completion of the course. They will, however, only be granted the same rights as UPC students if they have been admitted to a master's degree taught at the UPC. Under no circumstances other than being admitted to a course and fulfilling the necessary requirements will they be awarded the master's degree. In this case, the credits they obtain as visiting students (up to a maximum of 24 ECTS credits) will be added to their UPC transcript.

The fees applicable to visiting students are determined each academic year through an agreement with the Economic Committee of the Board of Trustees.

The school or university research institute is responsible for overseeing the pre-enrolment and admission processes for visiting students and for establishing the specific conditions applicable to them (documents to submit, admission criteria, and the body responsible for final selection decisions).

2.5. Occasional students on UPC master's degrees

Occasional students are those who take subjects on a UPC master's degree for which the total number of credits is less than the amount stipulated in the UPC's academic progress regulations and are not doing so in the framework of a mobility programme or agreement that foresees that enrolment at the receiving school will be free of charge. In addition, they must be enrolled in a master's degree or doctoral programme in another Catalan university or a Spanish university.

These occasional students have the right to be assessed and to be issued a certificate stating that they have studied at the UPC. They also temporarily have the right to access the UPC's virtual environments and libraries. Occasional students do not have the right to be awarded the master's degree. For this to occur, they must be admitted to the course and meet the requirements. Occasional students are only considered to be UPC students if they are later admitted to a UPC master's degree. In this case, credits earned may be recognised, if necessary.

For every subject in which occasional students enrol at a school or university institute, they must pay the per-credit fees as established for every academic year in the Catalan government's decree on fees and the agreements of the Board of Trustees' Economic Committee, as well as the academic record processing fees. The fee for learning support services must be paid at a single school or university institute.

The school or university research institute is responsible for overseeing the pre-enrolment and admission processes for visiting students and for establishing the specific conditions applicable to them (documents to submit, admission criteria, and the body responsible for final selection decisions).

3. Enrolment

3.1. Enrolment periods and pre-enrolment information

The general enrolment periods at the UPC are published in the academic calendar for master's degree courses.

As a general rule, enrolment for master's degree courses at the UPC occurs at the beginning of each semester. Students who are applying for a grant must enrol for the minimum number of credits stipulated in the call.

The school or university research institute will publish the following information prior to enrolment at the beginning of each academic period:

1. The dates and schedules of the enrolment process, adapted to the UPC academic calendar.
2. The list of subjects taught in the two semesters of the academic year and their respective schedules, including the schedules for examinations set outside class time.
3. The maximum number of credits in which students in each of the school's courses may enrol, as established in Section 3.2, "Academic requirements for enrolment".
4. The deadlines for having credits recognised.
5. The conditions that apply to registration, enrolment and the presentation of the master's thesis, including deadlines.
6. The course guide for each subject that forms part of the curriculum, including the minimum dedication time required of students, the assessment criteria to be applied, the grading method to be used and the weighting of assessed activities for the calculation of the final mark.
7. The documents that students must present when they formally enrol.
8. In the case of qualifying master's degrees, restrictions between subjects in the curriculum, if there are any, when students formally enrol.

3.2. Academic requirements for enrolment

Students who enrol for a master's degree course at the UPC must pass the total number of credits stipulated in the curriculum in order to be awarded the official qualification. They must take a minimum number of credits within the programme, and this includes the master's thesis. The minimum number of credits is 70% of the total number for master's degrees worth 60 ECTS credits, 60% for master's degrees worth 90 ECTS credits and 50% for master's degrees worth 120 ECTS credits. The minimum credit requirement will not include recognised or validated credits such as those corresponding to degree courses taken previously, whether they are official or university-specific degree courses, or accredited work experience. Therefore, the maximum number of credits that may be recognised is 18 ECTS credits for master's degrees worth 60 ECTS credits; 36 ECTS credits for master's degrees worth 90 ECTS credits; and 60 ECTS credits for master's degrees worth 120 ECTS credits.

As stipulated in Section 4 of these regulations, "Credit recognition and transfer", the school or university research institute is responsible for deciding the number of credits for which each student must enrol. Enrolment is subject to any credits that can be recognised for accredited prior learning and any knowledge, competencies and skills obtained in other university courses or for accredited work experience.

Depending on the number of credits that are to be recognised, students who are unable to take the minimum number of credits will be offered replacement subjects to make up the minimum requirement.

In general terms and if the structure of the curriculum allows it, students can enrol for a maximum of 120% of the average number of credits for a semester or academic year stated in the curriculum. They are entitled to enrol for a minimum of 18 ECTS credits per semester or 36 ECTS credits per academic year in the case of annual enrolment, unless according to the UPC's academic progress regulations or the school's enrolment regulations this minimum number of credits is lower.

Students who have obtained the total number of optional credits stipulated in the curriculum or who have successfully completed all of the credits required for the degree may not enrol for more credits on the same degree course.

3.3. Re-enrolment for a new semester or academic year

As a general rule, students enrolling for subjects of a new semester or academic year (two semesters) must list all compulsory subjects:

- 1) for which they did not enrol or received marks of "Fail" or "Absent" during previous semesters or academic years that are taught in the period for which the student has enrolled;
- 2) for which they received marks of "Fail" during the same semester or academic year that are taught in the period for which the student has enrolled.

The student may submit a duly justified request to the school directors not to enrol in a given subject, provided that the subject is not a prerequisite or corequisite for another subject in which he or she has enrolled.

3.4. Enrolment and prices

The items and prices applicable to enrolment for master's degrees are governed by regulations on the pricing of public education services published each year by the Catalan government (Generalitat de Catalunya) and the UPC's Board of Trustees.

3.5. Reimbursement of enrolment fee

Enrolment fees will only be reimbursed as a result of specific circumstances outlined in the UPC budget:

1. Due to changes in enrolment fees payable.

Enrolment fees are determined on the basis of the documentation submitted. Once

the exact fees have been calculated taking into account current public subsidies, the difference will be returned. Documents must be submitted within one month of enrolment, and before the deadlines stated below.

- Enrolment formalised during the autumn semester: until 31 October.
- Enrolment formalised during the spring semester: until 30 March.

The University may refuse to reimburse students who do not submit the documentation within the specified period.

The deadline will be extended to 31 December in the case of students awaiting the approval or renewal of their accreditation as members of large families, subject to provision at the time of enrolment of supporting documentation and a certified statement of the specific category in which they wish to be considered.

In the event of circumstances arising after enrolment, students will be given one month to submit their requests for the return of enrolment fees. The University may refuse to reimburse students who do not submit their request within the specified period. Examples of such circumstances include

- Validations.
- Award of a grant, if the enrolment fees have been paid for.

Students who are members of large families when they enrol must submit accreditation of this fact before 30 October in the autumn semester and 30 March in the spring semester.

2. Serious illness or accident, subject to the provision of supporting documentation. Students must complete the corresponding reimbursement form and submit it together with an official medical report outlining the date of diagnosis and the estimated recovery period. These documents must be submitted within one month of enrolment, and before the deadlines stated below. The University may refuse to reimburse students who do not submit the documentation within the specified period.

- Fee reimbursement request deadline for the autumn semester: 31 January.
- Fee reimbursement request deadline for the spring semester: 20 July.
- Fee reimbursement request deadline for annual-enrolment subjects: 20 July

The school will inform the student as to which subjects he or she must drop.

3. If students are forced to modify their enrolment details as a result of changes to a subject timetable or examination date, or due to cancellation of a subject, they may request reimbursement of the corresponding fees within a period of one month from acceptance of the modification by the school or university research institute. The University may refuse to reimburse students who do not submit their request within the specified period.

3.6. Withdrawal of first-year enrolment

As a general rule enrolment is non-reversible. However, subject to the provision of supporting documentation, new students are entitled to request the total withdrawal of their enrolment within a period of two months after the start of the corresponding teaching period. Only one request of this type will be permitted.

Requests must be submitted to the coordinating school. Students who withdraw their enrolment lose their place on the degree course and will have to re-apply for admission if necessary.

Requests for withdrawal of enrolment are only accepted if the enrolment fee has been paid; students are only entitled to reimbursement of enrolment fees (not administrative fees) in the cases foreseen in the UPC budget. Students who have not paid the enrolment fee but are entitled to reimbursement will only need to have paid the administrative fees for their withdrawal to be accepted.

Requests for withdrawal of enrolment will be dealt with by the school or university institute offering the master's degree.

For the purposes of students' academic records, the school or university institute may drop subjects as outlined in Section 3.8. of these regulations.

3.7. Withdrawal of enrolment for other years

As a general rule, students may not withdraw their enrolment, although students who are not commencing a course of study may, in duly justified cases and once only, apply to withdraw their enrolment within two months from the start of the corresponding academic period, regardless of the date on which they formally enrolled.

Withdrawal of enrolment is only approved when the enrolment fee has been paid and this makes the applicant eligible for reimbursement of the fees for credits, as established in the UPC budget. The amount is compensated for in the form of subsequent enrolments at the University. Students who have not paid the enrolment fee but are entitled to reimbursement will only need to have paid the administrative fees for their withdrawal to be accepted.

It is the responsibility of the school or university research institute teaching the master's degree to rule on applications for withdrawal.

3.8. Changes in enrolment

Changes are sometimes made to course schedules or examination dates after the enrolment period. If such changes create incompatibilities in a student's schedule, he or she is allowed to make enrolment changes.

In courses with annual enrolment, students are allowed to add or drop courses each semester.

The UPC budget sets the rules for the reimbursement of fees for enrolment changes.

For each teaching period, the school or university institute sets a deadline for the submission of requests for enrolment changes, allowing a maximum of one month. Enrolment changes must be an exception and be duly justified.

Students may request to drop subjects within the periods established to this effect in the academic calendar, though this does not imply that they will be reimbursed for the enrolment fee. Students may not drop compulsory subjects because they are pre- or co-requisites or because they are affected by the application of the academic conditions for enrolment established in the regulations. Grantholders may not drop subjects if this affects the academic conditions for the grant they are receiving.

3.9. Provisional enrolment

The school or university institute may formalise enrolment on a provisional basis for students who meet the general and specific admission requirements established in Sections 2.2 and 2.3 of these regulations, respectively, but who have not received the definitive copies of supporting documentation or who have not completed other administrative requirements (such as legalisation and/or translation of documents issued outside Spain).

As a general rule, students must provide the final documentation before the assessment period of the degree in question. Those failing to do so will have to submit a new admission request to be re-admitted to the degree course.

Foreign students who apply for a grant, who are due to sign an educational cooperation agreement or who need to prove that they are EU students or residents of Spain must submit their Foreigner Identification Number (NIE) if they wish to avoid the increase in the per-credit fee foreseen in the decree on fees.

3.10. Reserving a place

Students may submit a request to reserve a place on a master's degree course at the UPC if they have been assigned a place but for duly justified reasons are unable to begin the course at the required time.

Requests must be submitted to the unit coordinating the master's degree within the general enrolment period. Students who do not submit the request within this period will lose the right to reserve a place.

Requests to reserve a place on a master's degree course confer the same rights as enrolment. Once the request has been successfully processed, the interested party is enrolled as a full UPC student and an academic record is opened. The enrolment includes administrative services (academic record processing, learning support and student insurance, if applicable).

Places are reserved for one or two semesters (if admission is semestral) or at most one academic year (if admission is annual). This period may only be extended in the case of serious illness or accident, subject to the provision of supporting documentation.

Students who do not begin a course of study within the reservation period will lose their place on the course and relinquish the right to reimbursement for fees paid.

3.11. Enrolment and academic progress regulations

Students in the first year of a master's degree who need to interrupt their education due to exceptional circumstances may request an extension for a specific period so that they do not breach the academic progress regulations.

Extensions are granted by the school or university research institute teaching the master's degree. Requests must be submitted to the unit responsible for the administration of the master's degree before the start of the teaching period.

Extensions are awarded for a maximum of two semesters or one academic year. This maximum period may only be extended in the case of serious illness or accident.

For the purposes of academic records, students may request to drop subjects as outlined in Section 3.8. of these regulations.

3.12 Enrolment for the master's thesis

Students undertaking their master's thesis must enrol at the beginning of the semester/academic year in accordance with the structure of the curriculum that they are following and taking into account the various options that are available to them, which include carrying out the thesis at the University, at a company, at another university in the framework of a mobility programme or at a company in the framework of a mobility programme. If the master's thesis is associated with an external placement students will be allowed to enrol in a different period.

Before enrolling, students must register the thesis in the manner established by the school. In the case of yearly enrolment, the thesis may be registered before the start of the second semester.

If they do not defend their thesis in the semester in which they have enrolled for it, they may choose extended enrolment in the following semester or ordinary enrolment later on. Extended enrolment only requires them to pay for administrative services (academic record processing, learning support services and student insurance, if applicable). In ordinary enrolment, however, they must pay the full amount with the corresponding surcharge for taking a subject for the second time.

If the subject of the thesis changes, extended enrolment may not be requested.

The extended enrolment is valid until 31 May if the student enrolled in the first semester of the academic year and until 31 October if he or she enrolled in the second semester. The 31 May deadline may be brought forward to 30 April or extended until 15 July if the school deems it necessary for organisational purposes. Enrolment must be renewed if the thesis is not passed within these periods.

Extended enrolment for master's degree courses in which the master's thesis involves lectures and not just tutorials will not mean students are eligible to attend lectures. Extended enrolment only means they are eligible to defend their thesis before the deadlines stated above.

In the case of schools with yearly enrolment, if the master's thesis is enrolled for the second semester and it cannot be defended in this period, students may choose extended enrolment in the following semester or ordinary enrolment later on.

3.13. Enrolment for work placement

Compulsory and optional work placement is part of the curriculum and is regulated by the UPC's [work placement regulations](#).

The minimum number of credits students must enrol for depends on the number of credits defined for work placement on the specific master's degree course. On courses in which this is 12 ECTS credits, no fewer than 12 credits must be enrolled. On courses in which this is 18 ECTS credits, 18 credits must be enrolled. If necessary because of the remaining number of credits to graduation, students may be allowed to enrol for fewer credits if the duration of the work placement exceeds 360 hours.

If the placement lasts longer than the semester it was enrolled for and students do not have any subjects or the master's thesis to enrol, extended enrolment must be requested. This involves paying the administrative fees (for academic record processing, learning support services and student insurance, if applicable).

3.14. Students who wish to take more than one major on the master's degree course

Once the optional credits students need to graduate have been gained, students may not enrol for any additional optional credits. However, Royal Decree 1002/2010, of 5 August, on the issuing of official university qualifications, foresees that students may demonstrate that they have taken and passed more than one major for a single master's degree. If this occurs, students must submit the corresponding application to ensure that their academic records are not closed before they pre-enrol and enrol the master's thesis and to allow the school to decide how students must proceed in order to be awarded this additional major.

4. Credit recognition and transfer

In accordance with the provisions made in Royal Decree 1393 of 29 October 2007, amended by Royal Decree 861 of 2 July 2010, on the organisation of official university courses of study, credit recognition is granted by the school or university research institute for credits obtained in previous official university courses, which will then count towards the total credits required for award of the official master's degree. This recognition involves the establishment of equivalence, in terms of specific and/or transversal competencies and student workload, between subjects in courses leading to official degrees.

Students may request recognition of credits obtained in other official university courses or courses leading to the award of university-specific degrees, as established in Article 34.1 of Organic Law 6/2001 of 21 December, on Universities, and for duly accredited professional experience, provided that it is related to the core competencies of the degree course in which they are enrolled.

Credit transfer refers to the inclusion of all credits obtained in previous official courses of study, but which did not lead to the award of an official degree qualification, in the official documents accrediting the subjects completed by students of official master's degrees.

All of the credits obtained by students in official courses studied at other universities in the EHEA, all recognised credits, all credits obtained in the master's degree course and all transferred credits will be included in the academic transcript and listed in the European diploma supplement, according to the provisions made in Royal Decree 1044 of 1 August 2003, which governs the procedure for the issue of the European diploma supplement.

4.1. Credit recognition: general criteria

According to Royal Decree 1393/2007 of 29 October, amended by Royal Decree 861/2010 of 2 July, which establishes the official university course regulations, recognition of credits may only be granted for subjects taken in official courses under the new structure established by the aforementioned decree, or in official courses governed by previous regulations that have been, or are in the process of being, phased out.

Credits may also be recognised for subjects taken as part of courses leading to the award of university-specific degrees and for duly accredited professional experience, subject to the requirements established in Sections 4.1.2 and 4.1.3, respectively, of these regulations.

The combined number of credits recognised for university-specific degrees and professional experience may not exceed 15% of the total credit load established in the curriculum.

However, in exceptional cases, students requesting recognition of credits obtained in university-specific degrees that have been phased out and replaced by an official master's degree may be granted recognition of over 15% of the total credit load established in the curriculum or for all of the university-specific credits obtained, subject to the conditions established in Section 4.1.2.1, "University-specific degrees replaced by

official master's degrees".

Credits are only recognised if they were obtained for subjects studied at the institution from which the previous qualification was issued. Under no circumstances will recognition be granted for previously recognised, validated or adapted credits.

When recognition is requested for credits obtained in an official course or a university-specific degree that has been replaced by an official master's degree (Section 4.1.2.1), the marks awarded in the course of origin are maintained and taken into account in the scaling of the academic record. In the case of credits for duly accredited professional experience or for subjects taken as part of university-specific degrees, no mark can be included in the UPC academic record, and the credits have no bearing on the scaling of the academic record.

As established in Royal Decree 861/2010, credits obtained for master's theses will not be recognised.

The effect of credit recognition on enrolment fees will be determined in accordance with current regulations governing the pricing of public education services in Catalan universities, applicable to courses leading to the award of an official degree qualification valid throughout Spain.

The school or university research institute is authorised by the rector to handle all requests for credit recognition and will establish and publish the conditions, procedures and deadlines for the recognition of credits in students' academic transcripts.

Requests for recognition of credits obtained at universities outside Spain must be accompanied by supporting documentation. All documents issued outside Spain must have been officially awarded by the relevant bodies and duly legalised (and translated, when applicable).

For the academic records of students who have studied outside Spain to be weighted correctly, if the school or university research institute considers it necessary the document **Equivalence of average marks** issued by the National Agency for Quality Assessment and Accreditation (ANECA) must also be submitted.

4.1.1. Recognition of credits awarded for official university courses of study

Credits awarded for official university courses of study can only be included in a student's academic record for a master's degree at the UPC if they were earned as part of another master's degree or a second-cycle degree governed by previous regulations. In the case of first- and second-cycle courses, only the credits corresponding to the second-cycle subjects can be recognised.

As such, credits earned as part of a bachelor's degree or first-cycle degree governed by previous regulations cannot be included in a student's academic record for a master's degree.

Credits for courses regulated by Royal Decree 778/1998 may be recognised provided that the minimum number of credits stipulated in Section 3.2 are taken.

Credits awarded for free-elective subjects taken as part of a first-cycle, second-cycle or combined first and second-cycle degree governed by previous regulations cannot be

included in a student's academic record for a master's degree.

For access to doctoral degrees, students governed by Royal Decree 778/98 who have not achieved research proficiency in the period established must complete their studies on an official university master's degree. They must therefore successfully apply for admission to such a master's degree and for the recognition of 45 ECTS credits. Students may not enrol for the master's thesis to make up the remaining number of credits, as the thesis is considered to be both the final stage of the master's degree and a synthesis of the competencies acquired therein.

4.1.2. Recognition of credits awarded for non-official university courses of study (university-specific degrees)

Students who enrol in a master's degree course at the UPC may request recognition of credits earned in non-official degree courses (university-specific degrees) provided that there is equivalence between the courses in the two curricula with regard to specific and/or transversal competencies and study load.

The maximum number of credits that can be recognised for university-specific degrees may not exceed 15% of the total credit load for the degree. This has no bearing on the minimum number of credits the student must obtain to have the right to apply for the degree certificate. If recognition is also requested for accredited professional experience, the combined total of recognised credits for university-specific courses and professional experience may not exceed 15% of the total credit load.

4.1.2.1. University-specific degrees replaced by official degrees

As established in Royal Decree 861/2010, when recognition is requested for credits earned on university-specific degrees that have been phased out and replaced by official master's degree courses, students may be granted recognition of over 15% of the total credit load or for all of the university-specific credits obtained.

In order to be awarded the official qualification, students must pass the total number of credits stipulated in the curriculum. They must take a minimum number of credits within the programme. The minimum credit requirement will not include recognised or validated credits for other, previous qualifications, whether for official or university-specific degrees, or for accredited professional experience. The minimum number of credits that must be taken within the programme is 70% of the total number for master's degrees worth 60 ECTS credits, 60% for master's degrees worth 90 ECTS credits and 50% for master's degrees worth 120 ECTS credits. In any event, the master's thesis must be taken within the master's degree. Therefore, the maximum number of credits that may be recognised is 18 ECTS credits for master's degrees worth 60 ECTS credits; 36 ECTS credits for master's degrees worth 90 ECTS credits; and 60 ECTS credits for master's degrees worth 120 ECTS credits.

Students may also request recognition of credits earned under other university-specific degrees or for duly accredited professional experience, up to a maximum of 15% of the total master's degree credit load, in accordance with the conditions outlined in these regulations and the validation report.

4.1.3. Recognition of credits for professional experience

Recognition of credits for duly accredited professional experience will only be granted to

students enrolling in a master's degree course that includes a compulsory or optional external work placement.

Therefore, work experience cannot be recognised in curriculums that include no external work placement.

The maximum number of credits that may be recognised for professional experience is determined by the credit load assigned to the external work placement in the master's degree curriculum but may not exceed 15% of the total credit load of the degree. If recognition is also requested for credits earned on university-specific courses, the combined total of recognised credits for professional experience and university-specific courses may not exceed 15% of the total UPC credit load. This has no bearing on the minimum number of credits the student must obtain to have the right to apply for the degree certificate.

The minimum number of credits that may be recognised depends on the number of credits defined for work placement on the specific master's degree course. On courses in which this is 12 ECTS credits, no fewer than 12 credits (1,600-2,400 hours of work) may be recognised. On courses in which this is 18 ECTS credits, 12 credits (1,600-2,400 hours of work) or 18 credits (2,400-3,600 hours of work) may be recognised; however, the number of credits must never exceed the percentage stipulated above. If the number of credits remaining to graduation requires it, the recognition of fewer credits may be authorised provided that the minimum number of hours is equivalent to 12 ECTS credits (1,600-2,400 hours of work).

The request must be addressed to the school or university research institute and submitted by the stipulated deadline, together with the following documents:

- An official employment history issued by the relevant government body, confirming the contractual relationship between the student and the company at which the professional experience was acquired.
- A document issued by the company outlining the work carried out by the student and the period in which this work was carried out.
- If the student is actually responsible for the company, he or she must be able to prove that he or she is self-employed and provide any documents requested by the school or university research centre.

The school or university research institute, by virtue of the delegation of the rector, examines the documents provided to determine whether the professional experience is related to the core competencies of the master's degree curriculum. If sufficient overlap exists, a proposal stating the number of credits to be awarded is submitted for approval.

4.2. Credit transfer

Transferred credits will be listed in the academic record and the accompanying European diploma supplement if they are officially accredited by the issuing body. Students will be responsible for updating the status of credits transferred from another school or university.

Credit transfer will only be considered if a specific request is received. Students should submit requests, along with the certificate for the degree course in question, to the master's degree committee. Once the committee has confirmed the validity of the

documentation submitted, the credits corresponding to the previous course of study will be added to the student's current academic transcript. The school or university research institute will not be required to issue an official notification of successful requests for credit transfer. Credits obtained as part of university-specific degrees will not be transferred.

Transfer of credits to the student's academic transcript is permanent and irreversible.

Transferred credits do not count towards the total credits obtained for the master's degree and will under no circumstances be considered for the purposes of scaling the candidate's academic record.

4.3. Applications, procedures and rulings on credit recognition for qualifying master's degrees

Applications must include all courses of study taken up to that point and be submitted within the periods established in the academic calendar.

For an application to be accepted, the student must have been admitted to the school or university research institute and must have paid the fee for the credit recognition report.

Applications are reviewed by the directors of the school or university institute, which issues a proposal for approval by the corresponding vice-rector. Prior to approval by the corresponding vice-rector, the school will inform the student of the decision on his or her application for credit recognition in a report. A student wishing to appeal the decision must make his or her appeal in writing to the director within 7 days from the date on which he or she was notified of the decision. The director of the school or university institute must rule on the appeal within 15 days from the date on which the appeal was made and notify the student accordingly. Once the application has been approved by the vice-rector, the school must notify the student of the decision and this notification must be signed for.

The ruling on recognition covers all the subjects in the curriculum except the master's thesis.

A further appeal to the rector of the UPC must be made within one month from the receipt of the notification.

APPENDIX 1

Legalisation of documents issued abroad

The legalisation process may differ according to the country of issue.

- Legalisation is not required in the case of students whose documents were issued by countries in the European Union or members of the European Economic Area.

All other students must observe the following conditions:

- Documents issued in countries signatory to [The Hague Convention of 5 October 1961](#) need only be stamped with the Apostille of The Hague by the relevant authorities in the country of issue.
- Documents issued in countries signatory to the Andrés Bello Convention must be duly legalised. They must therefore be presented at:
 - The Ministry of Education of the student's home country, for degree certificates and transcripts, and the relevant ministry of the home country for birth certificates and certificates of nationality.
 - The Ministry of Foreign Affairs of the country in which the documents were issued.
 - Any Spanish embassy or consulate in the country in which the documents were issued.

When the country of issue is also a signatory to The Hague Convention, the documents need only be stamped with the corresponding Apostille.

- Documents issued in all other countries must be duly legalised. Legalisation services are provided by:
 - The Ministry of Education of the student's home country, for degree certificates and transcripts, and the relevant ministry of the home country for birth certificates and certificates of nationality.
 - The Ministry of Foreign Affairs of the country in which the documents were issued.
 - Any Spanish embassy or consulate in the country in which the documents were issued.

Documents issued by foreign embassies or consulates in Spain must also be legalised through the Spanish Ministry for Foreign Affairs and Cooperation.

APPENDIX 2

Translation of documents issued abroad

Article 36.1 of Law 30 of 26 November 1992, which governs the Legal Framework of Public Administrations and Common Administrative Proceedings, states that all proceedings with public bodies will be processed in Spanish or in the co-official language

of the autonomous community.

Consequently, documents issued outside Spain or in non-Spanish-speaking countries must be accompanied by the corresponding certified translation into Spanish or Catalan.

Certified translations can be obtained from:

1. Any certified translator authorised or registered as such in Spain.
2. Any Spanish embassy or consulate.
3. Any embassy or consulate of the country of issue or the student's country of origin (if different) in Spain.
4. An official translator outside Spain, whose signature must be legalised.

5. Assessment and grading system

The European Credit Transfer System treats student work as a quantifiable measure of academic activity and defines precise learning outcomes that are achieved through the acquisition of competencies. Consequently, the assessment process consists in determining the degree to which students have met the objectives outlined in the curriculum.

The subjects and learning activities are described in the course guide, which is approved by the school or university research institute teaching the master's degree before the start of the academic year. The course guide must contain the following information:

- The course objectives and their contribution to the general learning outcomes of the master's degree.
- The teaching content.
- The teaching activities.
- The assessment criteria, the grading system, and the weighting of assessed activities for calculating the final mark.
- The names of the professors who teach it.
- The language of instruction.

The system of assessment for specific master's degree courses may include combined assessment for a subject area. In this case, students who pass the assessment will automatically obtain the corresponding credits for all of the subjects in that area.

5.1. Student rights and obligations during the assessment process

1) Right to assessment

Students are entitled to assessment for all of the subjects for which they are enrolled.

As such, even if the assessment system of a particular master's degree includes combined assessment for a subject area, the award of a fail for these tests will under no circumstances lead to the adjustment of marks already awarded for individual subjects.

2) Assessment activities

To increase the suitability of the assessment process to each degree course, each school or university research institute can establish specific regulations governing the assessment activities for individual subjects, which should be inserted in this section.

If, for exceptional and duly justified reasons, a student is unable to attend an examination, the school must take the necessary steps so that he or she can take the examination at some time during the corresponding teaching period.

In addition, a student may not ask to have an examination date changed because he or she has enrolled in subjects with incompatible schedules.

Students are entitled to a certificate of attendance for each assessment activity.

The professor or invigilator may ask students to present identification at any point during an assessment activity.

Irregular actions potentially leading to a significant variation of the marks obtained by one or more students will be considered a breach of the assessment regulations. Actions of this type will lead to the award of the descriptive mark "Fail" and a numerical mark of 0 for the assessment activity affected and for the subject.

The provisions of this section are without prejudice to any disciplinary process that may be initiated as a consequence of the actions taken.

Students who are unhappy with the mark awarded can register a complaint with the school or university research institute. If a satisfactory response is not received, they may also lodge an extraordinary appeal with the rector.

Assignments, projects and research reports submitted for assessment will be returned to students upon request. These materials will not be reproduced wholly or partially or used for means other than the assessment process without the express permission of the author.

Disputes arising from specific circumstances not contemplated by the regulations will be settled by the school or university research institute.

5.2. Master's theses

In accordance with the provisions made in Royal Decree 1393/2007 of 29 October, amended by Royal Decree 861/2010 of 2 July, all master's degree curricula must incorporate a master's thesis.

The assessment system includes public presentation and defence of the master's thesis to a committee appointed by the school or university research institute teaching the master's degree.

The committee will be formed by at least three members of the University's teaching and research staff (a president, a member and a secretary). The school or university research institute decides whether an external member may be added to the committee; this person may be a member of the teaching and research staff or a person of recognised standing in the field.

The school or university research institute will establish the specific regulations governing assessment committees and activities for master's theses.

5.3. Assessment results

At the end of each teaching period, the professors who teach each subject prepare an

assessment report that shows the descriptive and numerical marks of all students enrolled in the subject. The report is signed and submitted to the school or university research institute, which confirms the marks or returns the report for review.

Numerical marks are given in intervals of 0.1 and have the descriptive equivalents shown below.

0–4.9:	Fail
5.0–6.9:	Pass
7.0–8.9:	Good
9.0–10:	Excellent/Distinction

A Distinction can be awarded to any student obtaining a final mark equal to or greater than 9.0. The number of Distinctions awarded during an assessment period cannot exceed 5% of the total number of students enrolled for the subject, unless there are fewer than 20 students, in which case only one Distinction can be awarded.

In the case of master's theses, the examiners may propose that a Distinction be awarded. In the case of an external placement, the tutor will make the proposal. After the proposal, the school will decide the manner in which the definitive Distinctions are to be awarded, without exceeding 5% of the number of enrolled students and taking into account objective criteria in all cases.

If the Distinctions awarded to students with ordinary enrolment reach 5%, no Distinction may be awarded to students who chose extended enrolment for the master's thesis or external placement.

In the case of courses taken on a mobility programme, marks awarded at the host university are considered. If Distinctions have been awarded for any of the courses listed in the academic record issued by the host university, these may also be considered.

A mark of "Absent," meaning that the student has not been assessed, is given when a student does not participate in any of the subject's examinations, unless an alternative definition is given in the course guide for the subject.

Because marks are an important element for improvement in the learning process, especially when complemented by tutoring, students must be informed of the results of examinations within a brief time frame established by each school or university research institute. The results of final examinations must be announced within 15 calendar days from the date of the last examination.

5.4. Tutoring and academic guidance

All students admitted to a master's degree course will be provided with a tutoring service. Students receive information, advice and guidance in two main areas:

- Academic, which includes orientation on the total number of credits and specific subjects each student must take, the CV he or she must build up, the balance between academic requirements and time commitment, and methods for successful adaptation from other courses of study. This area also includes monitoring of academic progress and advice on the most suitable degree pathways for individual students.

- Personal, which includes advice on individual approaches to the learning process (application of appropriate study methods, use of resources available at the University, etc.) and guidance on the transition to work.

5.5. Review of assessment results

Students are entitled to request a review of their assessment results. Under no circumstances other than a transcription error will the review procedure lead to the award of a lower mark.

o Initial review of assessment results

Students may request an initial review of their assessment results by the professor for the subject through the school's established channels within an established period.

The professor must publish, with the assessment results, the date, time and place of the review, which must take place in person and be accessible for students (except in the case of blended learning courses, for which the professor may establish another method). All students who have been assessed have the right to this review.

o Appeals against resolutions by the professors for the subject

The student must submit a request for review to the school or university research institute no later than seven days after the publication of the contested mark.

It will determine the specific review procedure to apply in each case. All requests will be treated impartially and will involve consultation of the professor who awarded the original mark. If it sets up a committee to conduct the review procedure, the professor who awarded the original mark cannot be appointed.

The final decision must be announced no later than 15 days after the appeal is lodged. The review procedure shall under no circumstances affect the student's right to enrolment at the UPC.

o Appeals against resolutions made by the master's degree committee

The school or university research institute establishes the criteria for revising the mark obtained for the master's thesis.

o Appeals against resolutions made by the school or university research institute

Appeals against grading decisions taken by the school or university research institute offering the degree must be submitted to the rector no later than one month after the decision is announced.

5.6. Student assessment documents

In accordance with the assessment tables and rules on access to documents, all documents that are part of a student's academic record must be preserved. The documents must be held at the unit in charge of the course of study and only the

student and the staff in charge of the academic record may access them.

Review

To ensure that all documents related to assessment can be revised if the need arises, professors must keep all of these documents (assignments and examinations, excluding marked papers that have been returned to students) at least until the end of the academic year following the assessment activity or in any event until the assessment results are definitive and the right of appeal has been exhausted. In the case of an appeal, the documents must be kept until a firm ruling is issued.

Preservation

The school must keep marks and curricular assessment records permanently (in digital format and with the electronic signature of the professor or person in charge). Documents that are part of students' academic records must also be kept indefinitely.

Past exam papers must be preserved indefinitely, whether in printed form, in which case they must be signed by the professor or person in charge, or in electronic form, in which case they must be signed electronically by the competent person or body.

Master's theses must be preserved indefinitely in printed form, signed by the author, or in electronic form, signed electronically.

Publication and access to past exam papers and academic works

- **Exam papers:** To ensure their permanent preservation and access and consultation by students, the publication of past exam papers and answers in the UPC Exam Papers repository must be fostered, in cases in which it is appropriate given the type of exam.
- **Master's theses:** If the author authorises it and there are no associated confidentiality issues, the work may be published in open-access form in the UPC Academic Works repository.

5.7. Weighting of student records

Marks at the UPC are given on a scale of 0 to 10.

In accordance with points 4.4 and 4.5 of Appendix I of Royal Decree 22/2015, of 23 January, which establishes the procedure for issuing the European Diploma Supplement for degrees regulated by Royal Decree 1393/2007, and Article 5.3 of Royal Decree 1125/2003, which defines the European Credit Transfer System and the assessment system for official university degrees, the academic records of master's degree holders are weighted as follows: each credit passed by the student is multiplied by the corresponding mark awarded for the subject passed. The resulting values are then added, and the sum is divided by the total number of credits passed. Recognised credits with no attached mark will not be considered for the purpose of weighting student records.

The result is expressed on a scale of 0 to 10 and a scale of 0 to 4, using the table of equivalences shown below.

Fail:	0 point
Pass:	1 point
Good:	2 points
Excellent:	3 points
Distinction:	4 points
Recognised:	the number of points is determined on the basis of the mark awarded for the previous course of study. Recognised credits for professional experience or for subjects taken as part of university-specific degree courses are not awarded a mark.

The table of equivalences shown below will be applied if the record of the student in question does not list all marks on the 0-10 scale and this is needed for the weighting of the academic record and the calculation of the final mark, or contains marks taken from transcripts not expressing marks in numerical form:

Fail:	2.5
Pass:	5.5
Good:	7.5
Excellent:	9
Distinction:	10

In the case of marks corresponding to the ECTS, the equivalences are as follows:

A:	9.5
B:	8.5
C:	7.5
D:	6.5
E:	5.5
F:	4

6. Academic progress on master's degree courses

(Approved at the plenary session of the Board of Trustees on 11 June 2013)

Introduction

Article 46.3 of Organic Law 4/2007, of 12 April (Official Gazette of the Spanish Government of 13 April 2007), modifying Organic Law 6/2001 on Universities (Official Gazette of the Spanish Government of 24 December 2001) and Article 123 of the Statutes of the Universitat Politècnica de Catalunya, approved by Agreement 43/2012 of 29 May (Official Gazette of the Catalan Government no. 6140, of 1 June 2012), attribute to the Board of Trustees the power to establish the rules that govern academic progress requirements for students at the University.

The University must aim to make good use of the public funds entrusted to it, ensuring that its graduates acquire an appropriate academic level fulfilling its role as a public service by facilitating admission to as many students as possible. The University must establish mechanisms for ensuring that its students acquire an appropriate academic level and must be sufficiently demanding to make responsible use of the resources placed at its disposal.

6.1. Area of application

These regulations are applicable to all students enrolled in official master's degree courses at the UPC. The conditions for joint master's degrees between the UPC and other universities will be established in the specific agreement applicable in each case.

6.2 Minimum academic progress during the first academic year

Taking into account the different types of master's degrees, the school or university research institute shall establish and publish the minimum academic progress requirements for the first year of a master's degree course.

Notwithstanding the above, as a general rule students must obtain at least 15 ECTS credits.

The minimum academic progress requirements must be met irrespective of the terms of enrolment and any recognised credits awarded: the committee will consider all credits for which students are enrolled, including subjects and/or learning activities from the master's degree curriculum and complementary activities established by the school or university research institute in each student's personalised academic pathway. Validated, adapted, recognised and waived credits will not be considered in the case of academic progress.

Students who do not meet the minimum academic progress requirements will not be permitted to continue the degree at the UPC.

6.3. Maximum period of study

Each school or university research institute shall establish and publish the maximum study period granted to students in order to obtain the corresponding degree.

6.4 Continuity

In exceptional circumstances, and subject to the provision of a written request by the interested party, the school or university research institute may grant specific exemptions to the conditions listed in Sections 6.2 and 6.3.

Students excluded from a master's degree course under the terms of Section 6.2 or 6.3 are entitled to enrol in another course at the UPC, provided that they meet the specific admission requirements. This entitlement will be granted only once.

Students excluded from a master's degree course can rejoin the course two calendar years after the date of exclusion if they are assigned a place and subject to authorisation by the UPC rector.

6.5 Monitoring the academic progress of students

At the end of the teaching period, a generic results ratio will be generated for each student. The ratio is calculated by dividing the credits obtained by the total number of credits for which the student is enrolled. The calculation does not take into account validated, adapted and recognised credits and credits for which a mark of "Absent" has been awarded.

Tutors will use the ratio to monitor the progress of the students to whom they are assigned. To maintain academic standards and optimise the use of public funds, tutors will agree upon specific academic measures with students achieving a ratio lower than 0.5.

6.6. Submission of the student progress report to the Board of Trustees

Each academic year, the school or university research institute submit a report to Governing Council for presentation to the Board of Trustees in which they must provide details of the total students admitted to each master's degree, the academic progress of students, and the criteria and measures applied.

6.7. Clarifications of the academic progress regulations

The Board of Trustees will clarify any doubts arising from the interpretation of the academic progress regulations.

First Final Provision and Second Final Provision

ONE

The academic progress regulations are effective as of the beginning of the 2013-2014 academic year.

TWO

The academic progress regulations must be reviewed within three years of their effective date.

7. Application for the degree certificate and the European Diploma Supplement

7.1. The right to apply for the degree certificate and the European Diploma Supplement

Once a student has met all of the corresponding requirements, he or she is entitled to apply for the degree certificate and the European Diploma Supplement.

7.2. Requirements

Students who enrol for a master's degree course at the UPC must pass the total number of credits stipulated in the curriculum in order to be awarded the official qualification. They must take a minimum number of credits within the programme: 70% of the total number for master's degrees worth 60 ECTS credits, 60% for master's degrees worth 90 ECTS credits and 50% for master's degrees worth 120 ECTS credits. The minimum credit requirement will not include recognised or validated credits such as those corresponding to degree courses taken previously, whether they are official or university-specific degree courses, or accredited work experience. Therefore, the maximum number of credits that may be recognised is 18 ECTS credits for master's degrees worth 60 ECTS credits; 36 ECTS credits for master's degrees worth 90 ECTS credits; and 60 ECTS credits for master's degrees worth 120 ECTS credits. In any event, the master's thesis must be taken within the programme.

Students who have completed the course may also request the European Diploma Supplement. This request can be made together with the request for the degree certificate or once the certificate has been issued.

7.3. Applying for a degree certificate

To apply for a degree certificate, the student submits the standardised form to the rector of the UPC.

For a Spanish student, the personal information provided on the form must correspond to that which appears on his or her valid national ID card. For a foreign student, the personal information provided on the form must correspond to that which appears on his or her passport or Foreigner Identification Number (NIE). In all cases, a photocopy of the identification provided, validated by the unit organising the master's degree, must be attached to the form.

If the student's name contains diacritic marks not shown on his or her identification, he or she may add these on the application if he or she wants them to appear on the degree certificate and the European Diploma Supplement. The student's personal information will appear on the degree certificate and the European Diploma Supplement according to the criteria indicated on the application. If no criteria are indicated, standard conventions will apply.

If the student's official identification does not reflect changes made at a later date to the student's personal information, the student may attach a certificate from the civil registry if he or she wants these changes to appear on the degree certificate and the

7.4. Payment of fee

In order to obtain a degree certificate and/or the European Diploma Supplement, students must pay the corresponding fee established each year by the decree that sets the fees for the provision of academic services at Catalan public universities. If a student is entitled to one of the exemptions listed in this decree, he or she must provide supporting documentation.

7.5. Provisional degree certificate

Once payment has been confirmed, the coordinating school will issue a provisional degree certificate that proves the fee for issuing the degree certificate and/or the European Diploma Supplement has been paid. The provisional degree certificate attests to the successful completion of the master's degree and entitles the holder to all of the rights conferred by the degree certificate, as established by current legislation.

The provisional degree certificate must be collected in person by the interested party, who will be required to provide valid proof of identification. Students who are unable to collect their provisional degree certificate in person may grant a third party permission to collect the document(s) on their behalf. This person must provide written authorisation signed by the student and a photocopy of the student's national identity document in the case of Spanish nationals or of his or her passport or Foreigner Identification Number (NIE) in the case of foreign students.

Students living outside the province of Barcelona may instruct the coordinating school to send their provisional certificate to an authorised governmental entity in the local area of their permanent address. Students living outside Spain can request to collect the provisional certificate from the closest Spanish embassy or consulate to their home or the closest embassy or consulate in their country of origin.

Students may request that the coordinating school issue a substitute degree certificate until the definitive copy is available. In accordance with current legislation, the certificate will be issued in Catalan or Spanish, as indicated by the interested party. It will be valid for one year from the date of issue.

7.6. Duplicates

If a student requires a duplicate of the degree certificate and/or European Diploma Supplement, he or she must submit the documents mentioned above, the original degree certificate and/or the European Diploma Supplement, and supporting documentation that justifies the request for a duplicate.

If the student requires a duplicate of either certificate because the original has been lost, he or she must publish an announcement in the Official Gazette of the Spanish Government to this effect. The student may request the duplicate one month after the publication of the announcement in the Gazette.

7.7. Notification of receipt of the degree certificate and/or European Diploma Supplement

Once the coordinating school has received a student's degree certificate and/or the European Diploma Supplement, it notifies him or her in writing and provides instructions on how to pick up the certificate(s). This notification is sent to the address indicated on the application.

7.8. Collecting the degree certificate and/or the European Diploma Supplement

The degree certificate and the European Diploma Supplement must be collected in person by the interested party, who will be required to provide valid proof of identification. Students who are unable to collect their certificate and/or Diploma Supplement in person may grant a third party permission to collect the document(s) on their behalf. In this case, the original power of attorney or a certified copy must be presented at the time of collection.

Students living outside the province of Barcelona may instruct the school or university institute to send their degree certificate and/or European Diploma Supplement to an authorised governmental entity near their address or to the Spanish embassy or consulate in their country of residence. In the latter case, they will have to pay a fee for the service.

If the student reapplies for the degree certificate and/or the European Diploma Supplement in order to have his or her name appear in any form other than that indicated on the original application, he or she must pay the fee for a duplicate certificate.

7.9. Signing the degree certificate

Once the student has checked that the information on the degree certificate is correct, he or she must sign both it and the school's register as proof that he or she has received the certificate.

The student must also sign a declaration stating that he or she has received the European Diploma Supplement.

TEMPORARY PROVISIONS

Students who began a master's degree course under Royal Decree 56/2005

Students who began a master's degree course under Royal Decree 56/2005, of 21 January, must complete it by the 2013-2014 academic year. Those who do not must transfer to a new master's degree course regulated by Royal Decree 1393/2007; to do so, they must be in possession of an official university qualification, as established in said decree.

Students who began a master's degree course under the previous decree but who were not required to take all of the credits because they were granted a waiver for accredited prior learning must take all of the credits for the new master's degree course to which they have transferred. Nonetheless, credits may be recognised for accredited prior learning on the new master's degree course in accordance with the rules governing credit recognition outlined in these academic regulations.

FINAL PROVISIONS

The regulations set out in this document establish a series of compulsory rights and obligations applicable to students and teaching staff.

Students request any academic service at the University under their own responsibility and are obliged to know and respect the conditions outlined in these academic regulations.

Appeals

As a general rule, unless otherwise stated, initial appeals will be dealt with by the school or university research institute.

The procedures established for students to appeal any aspect of the regulations may be carried out by the corresponding governing bodies on behalf of students.

The student delegation at the school or university research institute is responsible for establishing a liaison between students and their representatives in the governing body that the regulations of the school or university research institute assign to analyse regulatory issues.

Review of assessment results

As a general rule, and as established in Section 5.6, "Review of assessment results", initial requests for review of assessment results must be filed with the professor responsible for the subject. If this is not resolved to the student's satisfaction, a second appeal may be filed with the master's degree committee. A final appeal against the resolution announced by the school or university research institute can be lodged with the rector of the UPC.

Appeals against resolutions made by the school or university research institute

Appeals against resolutions made by the school or university research institute must be lodged with the rector within one month and one day of notification of the resolution.