

**REGULATIONS GOVERNING THE SYSTEM OF RECOGNITION  
AND CREDIT TRANSFER FOR OFFICIAL UNIVERSITY  
POSTGRADUATE STUDIES**

**UNIVERSITY OF ALCALÁ**

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## STATEMENT OF AIMS

The preamble to Royal Decree 1393/2007 (29 October), which lays down the organisation of official university studies, states that “one of the basic aims is to foment student mobility both within Europe and in other parts of the world, and above all mobility between different Spanish universities and within the same university. In this context it is essential to opt for a system of credit recognition and accumulation which will recognise credits achieved in another university and incorporate them to the student’s academic record”.

In this direction article 6 of Royal Decree 1393/2007, newly drafted in Royal Decree 861/2010 (2 July), defines credit recognition and transfer and determines that, with a view to making student mobility effective both within and outside national territory, the universities must draw up and publicise their regulations regarding their credit recognition and transfer system in accordance with the general criteria regarding the point set out in said decree.

Said decree also provides that the memorandum describing the planned official degree title which the universities must present for the pertinent verification should detail the credit recognition and transfer system proposed by each university.

In pursuance whereof the Official Postgraduate Studies Commission of the University of Alcalá (hereinafter UAH) at its meeting of 9 June 2009 voted to approve the regulations governing the credit recognition and transfer system, which was subsequently modified at its meetings of 10 May 2010 and 19 July 2010. The Board of Governors of the UAH approved these regulations at its ordinary meeting of 22 July 2010.

## CHAPTER I. GENERAL PROVISIONS

**Article 1. Scope.** – These regulations will be applicable to the official postgraduate university studies regulated by Royal Decree 1393/2007 (20 October), modified by Royal Decree 861/2010 (2 July), which are taught at the UAH.

**Article 2. Basic concepts.** – The basic units for the purposes of recognition are the credits, competences and knowledge acquired in the studies carried out.

## CHAPTER II. RECOGNITION OF CREDITS

**Article 3. Definition and number of credits to be recognised.** - 1. For the purposes of these regulations, recognition is taken to mean the acceptance on the part of the UAH of

those credits which, having been obtained in official programmes at this or another university, are computed by the UAH in other different programmes for the purposes of attaining an official degree of University Master or of completing the training period of a doctoral programme.

At the same time, there may also be recognition for credits achieved in other official higher education programmes or in university studies leading to the awarding of other titles, as mentioned in article 34.1 of the Organic University Law 6/2001 (21 December).

Accredited employment and professional experience may also be recognised in the form of credits which will be computed for the purposes of obtaining the official degree of master or of completing the training period of the doctoral programme, provided that said experience is related to the competences inherent to said degree or training period.

In no case will there be recognition of credits corresponding to the master's dissertation.

2. The total number of credits recognised on the basis of professional or employment experience and non-regulated university studies may not exceed 15% of the total number of credits of which the programme of studies is composed.

3. Notwithstanding the foregoing, credits proceeding from non-regulated university studies may exceptionally be recognised in a percentage above that stipulated in the previous paragraph or may, where applicable, be recognised in full provided that the relevant non-regulated programme has become extinct and been substituted by an official one.

**Article 4. Criteria for recognition of credits between university studies carried out in Spanish or European Higher Education Area institutions and official master's programmes.**

1. University diploma, Architectural Technician, Engineering Technician, or bachelor's degree.

Credits in official master's programmes cannot be recognised if students only hold an official university diploma, a qualification of Architectural Technician or Engineering Technician, or a bachelor's degree.

2. Licentiatures and degrees in Engineering or Architecture.

Those seeking Access to official master's programmes who are holders of official degree titles of licentiate or of degrees in Engineering or Architecture, or who have successfully

carried out second-cycle subjects of any of those degree programmes, may obtain recognition of credits in accordance with the match between the competences and knowledge achieved in the studies carried out and those forming part of the programme of studies of the master's degree applied for.

### 3. Master's degrees.

As for official master's degrees regulated by Royal Decree 56/2005 or Royal Decree 1393/2007, those credits may be recognised which correspond to modules, subject matter or subjects studied in accordance with the match between the competences and knowledge achieved in the studies carried out and those forming part of the programme of studies of the master's degree applied for.

### 4. Doctoral studies.

Credits obtained in doctoral programmes governed by regulation prior to Royal Decrees 56/2005 and 1393/2007 may be recognised in accordance with the match between the competences and knowledge achieved in the courses and supervised research assignments carried out and those forming part of the programme of studies of the master's degree applied for.

Students who have carried out doctoral studies in another university should request the transfer of their academic record in the admission periods stipulated for each academic year.

### 5. Non-regulated studies.

a) As for non-regulated postgraduate degrees from any Spanish university, those credits may be recognised in accordance with the match between the competences and knowledge associated with the modules, subject matter or subjects studied and those forming part of the programme of studies of the master's degree applied for.

The total number of credits recognised on the basis of such non-regulated studies and professional or employment experience may not exceed 15% of the total number of credits of which the programme of studies is composed.

b) Notwithstanding the foregoing, credits proceeding from non-regulated postgraduate studies may exceptionally be recognised in a percentage above that stipulated in the previous paragraph or may, where applicable, be recognised in full provided that the relevant non-regulated programme has become extinct and been substituted by an official one.

6. Teacher training certificates, pedagogical qualifications and other professional qualifications.

At the discretion of the Official Postgraduate Studies Commission and at the proposal of the master's academic committee, holders of teacher training certificates, pedagogical qualifications and other professional qualifications may obtain credit recognition in accordance with the match between the competences and knowledge achieved in the studies carried out and those forming part of the programme of studies of the master's degree applied for.

**Article 5. Criteria for recognition of credits between university studies carried out in foreign institutions and official master's programmes.**- At the discretion of the Official Postgraduate Studies Commission and at the proposal of the master's academic committee, there may be credit recognition for university graduates from foreign education systems both inside and outside the European Higher Education Area in accordance with the match between the competences and knowledge achieved in the studies carried out and those forming part of the programme of studies of the master's degree applied for.

**Article 6. Exchange or mobility schemes.**- 1. Students participating in national or international mobility schemes to which the UAH is party for the purposes of studying for a period at other universities or higher education institutions will obtain the credit recognition stipulated in the relevant academic agreement, which will be bound by these regulations.

2. At the same time, the dispositions of these regulations will be of application to any specific mobility agreements entered into for the purposes of pursuing joint degrees.

**Article 7. Master's dissertation.**- There can be no recognition of credits corresponding to the master's dissertation.

**Article 8. Employment and professional experience.**- 1. In accordance with the stipulates of article 36.d) of the Organic University Law 6/2001 (21 December), revised by Organic Law 4/2007 (12 April), and with article 6.2 of Royal Decree 1393, modified by Royal Decree 861/2010, there may be recognition of accredited employment and professional experience provided that said experience is related to the competences inherent to the master's programme applied for, and within the limits set out in article 3.2 of these regulations.

2. The master's academic committee, or its programme of studies, will determine the kind

of experience that may be considered, the institutions or undertaking in which it should have been gained, and the minimum period of time required for it to be evaluated. Nevertheless, under no circumstances will partial recognition be given for subjects or external practical experience.

**Article 9. Other recognitions.-** There may be recognition for those credits which, when applicable, are determined in the relevant regulation in the case of official qualifications for the practise of professional activities regulated in Spain, for which the government has laid down the conditions which the corresponding programmes of study should meet.

### CHAPTER III. ADMINISTRATIVE PROCEDURE FOR THE RECOGNITION OF CREDITS

**Article 10. Credit recognition application. Time and place of submission.-** 1<sup>1</sup>. The credit recognition form must be filled out on the computer application and submitted to the General Registry of the UAH or to any one of the places indicated in article 38.4 of Act 30/1992 (26 November), regarding the Legal Regime of Public Administrations and Common Administrative Procedure.

2. The form must be submitted within the term established by the University for each academic year.

**Article 11. Documents to be presented.-** Together with the application for recognition of credits, students must present the following documents:

#### 1. For university studies carried out in Spanish centres:

a) Verified or authenticated photocopy of the individual academic record for the studies carried out.

b) Verified or authenticated photocopy, with the stamp of the relevant centre, of the syllabus or programme for each subject for which recognition of credits is requested, indicating the competences and knowledge acquired, the contents studied, the activities carried out, and their duration or load in hours or credits.

c) Programme of studies. This need not be presented if the studies to be recognised were carried out in the UAH.

#### 2. For university studies carried out in centres outside Spain:

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<sup>1</sup> Article modified by the Official Postgraduate Studies Commission at its ordinary meeting of 18 April 2012. The Board of Governors approved this modification at its ordinary meeting of 30 May 2012.



a) Verified or authenticated photocopy of the academic certificates for the studies carried out, giving details of subjects taken, grades obtained, study-load in hours or credits, academic years in which the studies were undertaken, and the grade system under which the academic certification is issued, stating expressly the minimum and maximum marks available under said system.

b) Verified or authenticated photocopy, with the stamp of the relevant centre, of the syllabus or programme for each subject carried out successfully for which recognition of credits is requested, indicating the competences and knowledge acquired, the contents studied, the activities carried out, and their duration or load in hours or credits.

c) Verified or authenticated copy of the relevant centre's programme of studies.

### **3. For employment and professional experience:**

a) Up-to-date curriculum vitae.

b) Social security employment record.

c) Verified photocopy of the certificate(s) issued by the public or private institution(s) or undertaking(s) where services have been rendered, indicating the functions or tasks performed and the length of service.

The master's academic committee may request whatever further complementary documentation it may deem necessary for appraising the curriculum vitae's match with the programme of studies for which recognition of credits has been applied for.

**Article 12. Requirements regarding academic documents issued abroad.-** Academic documents issued outside Spain must meet the following requirements:

a) They must be official and issued by the competent authorities in accordance with the legal requirements of the country concerned.

b) Where necessary they must be accompanied by an [official translation into Spanish](#), unless issued in one of the following languages: French, English, Italian or Portuguese.

**Article 13. Powers of decision.-** Competence for resolving applications for credit recognition lies with the Official Postgraduate Studies Commission, bearing in mind the proposal made by the master's academic committee.

Notwithstanding, no resolution will be necessary in these cases: of recognition of credits accruing on study agreements carried out in the framework of mobility schemes; double degree holders; situations of automatic recognition of credits programmed in the study programmes.

**Article 14. Period of decision.**- <sup>2</sup>The period to decide and notify the resolution regarding the recognition of credits will be three months since the date when the application is received by the General Registry of the UAH. If there is no positive resolution in that period, the application for credit recognition should be considered as rejected.

Against this rejection of the application for credit recognition by administrative silence, interested parties may lodge an appeal to the Rector in the space of three months from the day after the day on which, in accordance with these regulations, administrative silence took effect, as stipulated in articles 43 and 115 of Law 30/1992 (26 November), regarding the Legal Regime of the Public Administrations and Common Administrative Procedure, as modified by Law 4/1999 (13 January).

**Article 15. Contents of resolution.** – The resolution regarding recognition of credits will contain:

- a) The name of the subject(s) recognised and, where applicable, of the modules and subject matter, the type, the number of credits and the grade, indicating the subjects that have given rise to the recognition, and
- b) The name of the subject(s) and, where applicable, of the modules and subject matter which may not be recognised, indicating the subjects in the study programme of origin. In this case the resolution will explain its reasons.

Against this resolution, which does not terminate the administrative procedure, appeal may be made to the Rector in accordance with the stipulated in articles 114 and 115 of Law 30/1992 (26 November), regarding the Legal Regime of the Public Administrations and Common Administrative Procedure, as modified by Law 4/1999 (13 January).

**Article 16. Grades.**- 1. Subjects recognised will keep the grades obtained in the subjects giving rise to the recognition except in the case of university studies carried out outside Spain, in the case of which the grades obtained in the subjects giving rise to the recognition will be converted to the Spanish decimal grading system.

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<sup>2</sup> The application should be presented within the term established for matriculation on each academic year, at the General Registry of the UAH, or at any one of the places indicated in article 38.4 of Law 30/1992 (26 November) concerning the Legal Regime of the Public Administrations and Common Administrative Procedure.

2. The recognition of credits on the basis of professional or employment experience and non-regulated studies will not be graded and will not, therefore, be computed when determining the overall grade of the academic record.
3. Should a student apply for the recognition of one subject on the grounds of having carried out several, the grade assigned will be the weighted average.
4. If the certificated furnished by a student only contains qualitative grading for a given subject, the corresponding numerical grade will be assigned to it in line with this scale: pass (5.5), good (7.5), excellent (9) and merit (10)

#### CHAPTER IV. PUBLIC FEES

**Article 17. Amount and payment of recognised credits.-** 1. Students obtaining recognition of credits will pay 25% of the price of the credit corresponding to the university master's programme to be studied, in accordance with the Decree in Council of the Madrid Regional Government which fixes the public fees for university studies for each academic year.

2. The payment of the public fees must be vouched for when incorporating the credits into the student's academic record.
3. Failure to pay in the period specified on the payment form will mean that the student forfeits the right granted by the resolution of recognition.

#### CHAPTER V. CREDIT RECOGNITION TABLES

**Article 18. Official studies carried out at Spanish universities.-** So that students may know in advance the credits for which they can obtain recognition, the university master study guides may include tables showing the automatic recognition for credits obtained in other official studies carried out at the UAH or at another Spanish university. To expedite the procedure, the programmes of study may also enable credits to be recognised without the Master's Academic Committee having to issue a resolution proposal.

**Article 19. Foreign university degrees.-** The programmes of study for university master's degrees may set out those cases in which credits obtained in the study of foreign university degrees, whether inside or outside the European Higher Education Area, which give right of access to the master's programme may be recognized automatically or by means of an agreement.

**Article 20. Contents and publication.** – 1. The tables of recognition will show the credits and the subjects and, where applicable, the modules and the subject matters liable to recognition on the grounds that the competences and the knowledge programmed in the master's degree have already been achieved.

2. This tables will be public and reviewed periodically.

## CHAPTER VI. CREDIT TRANSFERS

**Article 21. Definition.**- For the purposes of these regulations, credit transfer is taken to mean the inclusion in the student's academic record of all the credits obtained in official studies carried out previously at the UAH or any other university in the European Higher Education Area, which have not led to the award of an official degree title.

## CHAPTER VII. ADMINISTRATIVE PROCEDURE FOR CREDIT TRANSFER

The credit transfer procedure will be initiated at the request of the interested party.

**Article 22. Application.**- 1. The [application for credit transfer](#) will be made in the first year in which the student commences studying for the university master's for which the transfer is requested, or when starting a new master's, and will comply with the model designed for the purpose and published on the university's website.

2. <sup>3</sup>The application will be presented at the General Registry of the UAH or at any of the places indicated in article 38.4 of Law 30/1992 (26 November) concerning the Legal Regime of the Public Administrations and Common Administrative Procedure, in the term established by the University for each academic year.

**Article 23. Documents to present.**- 1. The application for credit transfer must be accompanied by the official certificate of transfer of academic record in the case of studies carried out at Spanish universities, or by the individual academic certificate in the case of studies carried out at universities in the European Higher Education Area.

When the studies for which the credit transfer is requested were carried out at the UAH, no documentation need be presented.

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<sup>3</sup> Article modified by the Official Postgraduate Studies Commission at its ordinary meeting of 18 April 2012. The Board of Governors approved this modification at its ordinary meeting of 30 May 2012.

2. Academic documentation issued outside Spain must satisfy the requirements set out in article 12 of these regulations.

**Article 24. Resolution.**- Applications for credit transfer will be resolved in accordance with articles 15 and 16 of these regulations.

## CHAPTER VIII. INCORPORATION OF CREDITS TO ACADEMIC RECORD

**Article 25. Concept.** – In accordance with the stipulated in article 6.7 of Royal Decree 1393/2007 (29 October), modified by Royal Decree 861/2010 (2 July), which lays down the organisation of official university studies, all the credits obtained by students in official studies carried out at any university, be they transferred, recognised and/or successfully completed in obtaining the corresponding degree title, will be included in their academic records and reflected in the European Degree Supplement, as regulated by Royal Decree 1044/2003 (1 August), which lays down the procedure for the issue by universities of the European Degree Supplement.

**Article 26. Credits recognised.** -1. Generally speaking, the credits obtained will be applied to the subjects in the corresponding university master's study programme and the student's academic record will indicate the subject code and name designated therein, preceded by the comment "recognised credits".

2. When calculating the average mark of the academic record, all credits recognised will be computed with the grades determined in each case by the Official Postgraduate Studies Commission in its resolution, acting on the proposal of the master's academic committee and having due account of the provisions of article 16 of these regulations.

3. Notwithstanding the foregoing, the recognition of credits on the basis of professional or employment experience and non-regulated studies will not be computed when grading the academic record.

**Article 27. Credits transferred.**- 1. The credits transferred will be included in the student's academic record, which will detail the subject, modules or subject matter corresponding to them and indicate their name, type, number of credits and the grade obtained in the studies of origin, as well as the university where they were carried out, all preceded by the comment "credits transferred".

2. The credits transferred will not be computed for the purposes of obtaining the title of university master to which they are incorporated.

## CHAPTE IX. CREDIT RECOGNITION AND TRANSFER IN DOCTORAL PROGRAMMES

**Article 28. Relevant regulations.**- The recognition and transfer of credits in the training period of doctoral programmes will be subject to the provisions of these regulations.

**ADDITIONAL PROVISION.** The Official Postgraduate Studies Commission will be responsible for executing and interpreting these regulations.

**FINAL PROVISION.** These regulations will come into force on the day after their publication in the Official Bulletin of the UAH and will be included in the memoranda for the verification of any official master's programmes and of the training period of any doctoral programmes presented by the UAH, in accordance with the system proposed for the recognition and transfer of credits referred to in section 4.4, Appendix 1, of Royal Decree 1393/2007 (29 October), modified by Royal Decree 861/2010 (2 July).