



Regulation on Access, Admission and  
Registration to Bachelor's and Master's  
Degrees of the  
UCAM Catholic University of Murcia

Year 2023/24



UCAM Catholic University of Murcia

## **INTRODUCTION**

The General Secretariat of the University is the body responsible for the access, admission and registration process of students in the official Bachelor's and Master's degrees, as well as for the criteria for merits assessment and for the specific tests used in such processes. It carries out its administrative management, as well as the filing and preservation of the documents deriving from these processes.

### **art. 1. - Objective and field of application.**

The objective of this norm is to establish the requirements for the access, the criteria and processes for admission and the registration rules for Bachelor's and Master's teachings of the UCAM.

## **TITLE I - ACCESS AND**

### **ADMISSION CHAPTER I -**

#### **BACHELOR'S DEGREES**

### **SECTION I - ACCESS TO BACHELOR'S DEGREES**

#### **Art. 2. - Requirements of access to Bachelor's Degree studies.**

The students from any university district that meet the following requirements can request the access to Bachelor's Degree studies:

1. To have a Baccalaureate degree of the Spanish Educational System or another declared equivalent and have passed the Baccalaureate Evaluation for University Entrance (EBAU), or University entrance exam prior to the implementation of the LOMCE.
2. To have Baccalaureate qualifications, diplomas or studies issued by educative systems of the European Union member states or by other states with which international agreements on this matter have been signed, on a reciprocal basis.
3. To have qualifications, diplomas or studies recognised as equivalent to the Baccalaureate of the Spanish Educative system, obtained or undertaken in educative systems of countries that are not member

states of the European Union with which no international agreement has been signed on the recognition of the Baccalaureate on a reciprocal basis, without prejudice to article 4 of the Royal Decree (hereinafter RD) 412/2014, of 6 June.

4. To have the diploma of Senior Technician in Professional Training, of Senior Technician in Plastic Arts and Design or of Sports Technician or equivalent/recognised.
5. To have qualifications, diplomas or studies different from those that are equivalent to Baccalaureate, Senior Technician in Professional Training, Senior Technician in Plastic Arts and Design or Higher Sports Technician diplomas of the Spanish Educative System, obtained or undertaken in a European Union member state or in any other state with which international agreements applicable to this matter on a reciprocal basis have been signed, if the students meet the academic requirements of such member state to access its Universities.
6. To have passed the admission test to university for **people over the age of 25**.
7. To have passed the admission requirements for **people over the age of 40** with professional experience.
8. To have passed the admission test for **people over the age of 45** with no professional experience in the field of study for which they request the access and with no other access modality by other means.
9. Holders of university degrees (bachelor's degree, official master's degree, four-or-more-year degree, three-year degree, architecture and technical architects, or equivalent degrees) and of degrees in higher artistic teachings.
10. Students that have undertaken partial foreign university studies or that have completed them without obtaining the recognition in Spain and want to continue their studies in a Spanish university. In this case, it will be a necessary requirement to have at least 30 credits recognised by this University.
11. Applicants who have the condition to access the university according to the regulations of the Spanish Educative System prior to the LO 8/2013, of 9 December.

12. In spite of the general access criteria mentioned in the previous paragraphs, the person who requests the access must fulfil also the specific criterion/criteria of access established in the verification report of the degree that he/she wishes to access.

### **Art. 3.- Deadline for access application**

In general, the deadline for the application of access begins in the second half of March, until the first half of October, in the specific days established every year by the Admission Service of the Central Secretariat of the University.

The applicant must present the request within the deadlines established by the Central Secretariat.

### **Art. 4.- Documents to submit.**

All the documents necessary for the admission request must be presented by the student in the established modality, with no exception regarding the quantity or the submission modality. The absence of one or more documents will impede to open the admission report.

Apart from physically submitting the documents, the applicant must upload the following documents as an annex in tab n. 2 of the admission request: <https://campus.ucam.edu/curso2013/preinscripcion/?v=>

- DNI (Spanish ID)/Passport (in case of foreigners)
- 1 Photo.
- Official medical certificate (only CAFD - Physical Activities Sciences and Sports - students)

Apart from the previous documents, based on the type of access, the applicant shall submit:

- In the cases described in number 1, 5, 10 and 11, the student shall submit the original Personal Academic Record and Degree and one copy of each. (The student shall present an academic certificate of marks, in which the finalisation of such studies is expressly mentioned, as well as, when

applicable, the request for the corresponding degree. Furthermore, in case of access with university degree, the average mark of the above mentioned certificate will be calculated in compliance with the guidelines established in R.D. 1125/2003, of 5 September).

- In the cases included in points 2,3,4 and 6 the student shall present the UNED (Spanish Distance University) credential.
- In the cases described in points 7 and 12, the student must present the certificate of entrance examination /university admission test (PAU) /university admission test for people over the age of 25.
- In the cases specified in numbers 8 and 9, it is necessary to present the card that the UCAM delivers after the access phase. These two access modalities must be carried out by the applicant and the UCAM. Other universities cards are not valid.

In general, if the access documents presented by the applicant derive from European Union member states, they must be issued together with the certified translation of the document. If the documents presented derive from countries that do not belong to the European Union, it is necessary to present the translation legalised in compliance with the agreements of mutual recognition of degrees in force (Hague Apostille or Andrés Bello Convention) or, ultimately, through diplomatic channels, in case of countries that have not signed any agreement on such matter.

#### **Art. 5.- Access test for people over the age of 25.**

The admission test to university for people over the age of 25 will be regulated by:

- Chapter IV, Section 1, of the RD 412/2014, of 6 June, which establishes the basic regulation on procedures for admission to official university Bachelor's degrees.
- The Decree 134/2016, of 9 November, which regulated the access test to official university Bachelor's degree teachings for people over the age of 25 and 40 and 45 of the Region of Murcia.
- The Chancellor resolution that convokes it, published in the Official Gazette of the Region of Murcia.

#### **Art. 6.- Admission test for people over the age of 40.**

The admission test to university for people over the age of 40 will be regulated by:

- Chapter IV, Section 2, of the RD 412/2014, of 6 June, which establishes the basic regulation on procedures for admission to official university Bachelor's degrees.
- The criteria established in the verified report for this kind of access.
- The official call published by the University on its web page.

#### **Art. 7.- Access test for people over the age of 45.**

The access test to university for people over the age of 45 will be regulated by:

- Chapter IV, Section 3, of the RD 412/2014, of 6 June, which establishes the basic regulation on procedures for admission to official university Bachelor's degrees.
- The Decree 134/2016, of 9 November, which regulated the access test to official university Bachelor's degree teachings for people over the age of 25 and 40 and 45 of the Region of Murcia.
- The Chancellor resolution that convokes it, published in the Official Gazette of the Region of Murcia.

### **SECTION II - ADMISSION TO BACHELOR'S DEGREES**

#### **Art. 8. - Processes for admission to Bachelor' Degree.**

The academic body responsible for the admission process of each Bachelor's degree is the Admission Commission of the Degree, composed by the academic staff in charge of the Administration of the Degree and a representative of the Central Secretariat.

The admission process to Bachelor's degrees is based on principles of competitive concurrence, so that if the requests for admission are higher than the places offered by the university, the following selection criteria will be applied to the applicants, according to the order outlined below:

- Specific preference criteria in the admission established by the verified report.
- Average academic marking criteria accredited by the student.

Only in case of applicants from foreign educative systems, the University will have specific admission procedures, due to the need to verify the authenticity of the official documents that must be submitted by the applicants. <http://ucam.edu/servicios/secretariacentral/informacion/estudios-universitarios-extranjeros>.

In general, the Central Secretariat will make available for the applicants the admission office every Tuesday of the week after the personality tests: <https://campus.ucam.edu/curso2013/preinscripcion/?v=,=>, except for the Bachelor's degrees that establish *a priori* different admission dates, due to specific admission procedures that derive from criteria established in the verified report of the degree.

Notwithstanding the foregoing, for the applicants of the degrees in Nursing, Medicine, Dentistry or any other degree in which the demand exceeds the supply, the UCAM can have different admission dates that will be duly notified to the applicant. The admission criteria in these Bachelor's Degrees are the following:

- **Bachelor's Degree in Nursing:** PAU students with a preferential option to Health Sciences will have priority, they will access in order of average mark, which will take into account the marks of the subjects of the specific phase, in compliance with annex I of the Order EDU/1434/2009, of 29 May. In other different options, they will access in order of university entrance exam average mark. The students from Higher Level Vocational Training (health field) will be admitted in order of average mark of the academic record. Based on the number of places available, the holders of university degrees and students who have passed the test for people over the age of 25, 40 and 45 can be admitted as well.

- **Bachelor's Degree in Medicine:** The students with a preferential option to Health Sciences, in order of PAU average mark and with an average mark equal or superior to 11,5 on 14 will have priority. Only the marks of the specific phase of the last two academic years will be admitted.

**Important note:** For the applicants that are admitted and that have done the university entrance exam/PAU or the exam for people over the age of 25 in another university or those that are admitted with credit recognition, the General Secretariat provides an **Official Admission Card**, so that they can make the adequate request for Record Transfer from the university in which they carried out the admission tests/university studies.

#### **Art 9.- Conditional admission. Term of validity.**

Conditional admission will be understood as the provisional admission of the student to official university studies of Degree, who materially fulfilling access requirements, nevertheless needs to regularize some formal requirement in the supporting documentation of the same. This provisional admission will be subject to the subsequent presentation of the documentation legally necessary to validate definitively the initial conditional admission, including, if applicable, the homologation of any degree, diploma or study obtained or carried out in foreign educational systems by the student. The conditional admission will be valid for one year from the date it is granted to the student.

In accordance with the access requirements set forth in art. 2 of these regulations, the effective presentation to the university, within the period indicated, of the documentation legally necessary to definitively grant admission will determine the conversion of the initial conditional admission into definitive admission of the student. Otherwise, the initially granted conditional admission will be retroceded, including any academic effect derived from the same.

### **SECTION III - RECOGNITION OF CREDITS**

#### **Art 10.- Access of applicants with credit recognition**

Those applicants, who fulfilling the access requirements, have been admitted to the corresponding official undergraduate studies, may apply for the recognition of ECTS credits according to the requirements and conditions established in our own Credit Recognition and Transfer Regulations, approved and published in



development and transposition of the provisions of Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for quality assurance, as well as Royal Decree 1618/2011, of November 14, on recognition of studies in the field of Higher Education.

## **CHAPTER II – OFFICIAL UNIVERSITY MASTER'S DEGREE – ACCESS TO MASTER'S DEGREE**

### **Art. 11. - Requirements of access to Master's Degree studies.**

Students who meet any of the following requirements established in article 18 of R.D. 822/2021 may apply for access to the Master's Degree:

- In order to access official Master's Degree courses, it will be necessary to hold an official Spanish university degree or another degree issued by a higher education institution of the European Higher Education Area that entitles the holder to access Master's Degree courses in the country issuing the degree.
- Likewise, graduates from educational systems outside the European Higher Education Area may be admitted without the need for the homologation of their degrees, after verification by the University that they accredit a level of training equivalent to the corresponding official Spanish university degrees and that they entitle them in the country issuing the degree for access to postgraduate studies. Access by this route will not imply, in any case, the homologation of the previous degree held by the interested party, nor its recognition for purposes other than that of pursuing the Master's degree.

Likewise, and in accordance with the provisions of the aforementioned R.D., the admission criteria specifically authorized in the corresponding Verification Memories must be taken into account, both with regard to specific admission requirements and to merit assessment criteria specific to each University Master's degree or established by the University, which can be consulted on the website of each degree.

### **Art. 12.- Deadline of the application for access.**

In general, the application period is published each academic year in the Calendar of Administrative Procedures on the university website, until the first half of October, on the specific days established for each academic year by the Admissions Service of the Central Secretariat (SC) of the University.

The applicant must present the request within the deadlines established by the Central Secretariat.

### **Art. 13.- Documents to present.**

All the documents necessary for the admission request must be presented by the student in the established modality, with no exception regarding the quantity or the presentation modality. The absence of one or more documents will impede the creation of the admission file. In any case, the following documents are requested:

- Duly formalised application form signed by the student and with the validation of the payment or the receipt payment. To fill in such document, the student must access the on-line inscription System of the UCAM <https://campus.ucam.edu/web/preinscripcion> and follow the detailed instructions. This document must be delivered on paper to the Central Secretariat - Official Master Admission, and it must be scanned and uploaded to the on-line inscription system.
- 1 Passport size photo in JPG format. Such file with the picture of the student must be uploaded to the on-line inscription system.
- Duly certified photocopy of the DNI (Spanish ID) or Passport (front and back). In any case, this document must be delivered on paper to the Central Secretariat - Official Master Admission of the UCAM, and it must be scanned and uploaded to the on-line inscription system.

- A photocopy of the receipt of the Degree that gives access to the Master's degree.
- A photocopy of the academic certification of studies completion in which the completion date and the payment of the issue fee must be specified, as well as the average mark out of 10, in compliance with RD 1125/2003. In any case, this document must be delivered on paper to the Central Secretariat of the UCAM, and it must be scanned and uploaded to the on-line inscription system.
- In case of studies that require the presentation of a specific level in a Foreign Language for the Access and/or Issue of the degree, the applicant must present a certification that demonstrates his mastering of a foreign language recognised in the Common European Framework of Reference for Languages.

In general, if the access documentation submitted by the applicant comes from European Union countries, a sworn translation will not be required, provided that it has been issued in one of the official languages of the EU. If the documentation submitted by the applicant comes from non-European Union countries, a sworn translation into Spanish and legalized documentation must be provided in accordance with the agreements in force for the reciprocal recognition of degrees (Hague Convention or Andrés Bello Convention) or, as a last resort, through diplomatic channels, for countries that have not signed any agreement in this regard.

## **SECTION II - ADMISSION TO MASTERS DEGREES**

### **Art. 14. - Processes for access to Master's Degrees.**

The academic body responsible for the admission process of each Master's degree is the Admission Commission of the Degree, composed by the academic staff in charge of the Administration of the Degree and a representative of the Central Secretariat.

The admission process in Master's degrees will comply with principles of competitive concurrence, in such manner that if the requests for access are higher than the University's offer, the following selection criteria will be applied to the applicant, according to the order specified below:

- Specific selection and preference criteria in the admission, established by the verified report.
- Average academic marking criteria accredited by the student.

Only in case of applicants from foreign educative systems, the University will have specific admission procedures, due to the need to verify the authenticity of the official documents that must be presented by the applicants.

**Art 15.- Conditional admission Master. General criteria. Term of validity.**

Conditional admission shall be understood as the provisional admission to official university Master's degree studies of students who, while materially fulfilling access requirements, nevertheless need to regularize some formal requirement in their supporting documentation. This provisional admission will be subject to the subsequent presentation of the documentation legally necessary to validate definitively the initial conditional admission, including, if applicable, the homologation of any degree, diploma or study obtained or carried out in foreign educational systems by the student. The conditional admission will be valid for one year from the date it is granted to the student.

In accordance with the access requirements set forth in art. 10 of these regulations, the effective presentation to the university, within the period indicated, of the documentation legally necessary to definitively grant admission will determine the conversion of the initial conditional admission into definitive admission of the student. Otherwise, the initially granted conditional admission will be retroceded, including any academic effect derived from the same.

**Art. 16.- Conditional enrollment in a Master's Degree without having completed previous undergraduate studies.**

Conditional enrollment in a Master's Degree without having previously completed undergraduate studies shall be understood as that which comes from the provisional admission of those undergraduate students who have up to 9 ECTS credits to pass, and who may also have TFG credits pending. This conditional enrollment will not be applicable to the Master's Degree in Access to the Legal

Profession.

This conditional enrollment will be subject to the following academic regime:

- Credits pending recognition or transfer in the Bachelor's degree, or the requirement to pass a certain level of knowledge of a foreign language to obtain the degree, may be taken into account.
- Conditional enrollment must be formalized on a full-time basis.
- Students who have an official university degree will have priority in admission to the Master's Degree over students who are able to formalize the aforementioned conditional enrollment.
- In those Masters in which the demand for places exceeds the supply of the same, the granting of admission to students willing to formalize conditional enrollment will be carried out in a final phase of admission published in the [calendar of administrative procedures](#) each academic year.
- Conditional admission will be valid for one year from the date it is granted to the student.
- In case of competitive concurrence for obtaining a place in a Master's Degree, among students who are able to formalize conditional enrollment, the following criteria will be applied, in order, to elucidate the admission:
  - 1º.- Preference of UCAM students over students from other universities.
  - 2º.- Fulfillment of the access criteria and profile set forth in the Master's Degree Verification Report.
  - 3º.- Average grade of the undergraduate academic record.
- The conditional registration will be valid during the academic year in which it is formalized. In the month of June of each academic year, the formalized conditional enrollments will be reviewed, representing this moment the maximum period available to the student to complete studies and obtain the degree that allowed the conditional admission and enrollment in the Master. If the initial conditional enrollment is not regularized within the established period, by submitting to the university the legally required documentation proving the completion of the Bachelor's degree studies, the admission and enrollment in the Master's degree will be reversed and the enrollment will be cancelled, including

any academic effect derived from the same.

- Obtaining the Bachelor's degree will be a necessary requirement in order to defend the Master's Thesis and obtain the Master's degree.
- In no case may the Master's degree be obtained if the Bachelor's degree has not been previously obtained.

### **SECTION III - RECOGNITION OF CREDITS**

#### **Art 17.- Access applicants with credit recognition**

Those applicants, who fulfilling the access requirements, have been admitted to the corresponding official Master studies, may apply for the recognition of ECTS credits according to the requirements and conditions established in our own Credit Recognition and Transfer Regulations, approved and published in development and transposition of the provisions of Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for quality assurance.

## **TITLE II - REGISTRATION**

### **CHAPTER I - REGISTRATION SET OF RULES**

Once admitted, the student formalises his/her registration starting from the dates established by the University, and following the instructions of the Central Secretariat.

The Central Secretariat will activate the registration, which will be available on the web page and in the SC itself. It will also provide again the admission card; in case the student needs it for the corresponding record transfer.

For the students that access with Credit Recognition, depending on the degree, the Central Secretariat will establish to modalities for the registration. The student can get an appointment and go directly to the Secretariat in the specified date and time, or he/she can register on-line prior notice from the Central Secretariat.

#### **Art. 18. Ordinary registration period.**

1. During this period, the student must formalise the complete registration to the academic year, including the subjects of the first and second term. It will be fixed by the Central Secretariat <http://www.ucam.edu/servicios/secretariacentral/informacion/matriculacion>

2 In general, the students can register to the Undergraduate Dissertation when they have more than 90 credits, in those degrees that have 180 ECTS; 150 if the degree has 240; 210 if the degree has 300; and 270 if the degree has 360 ECTS, always within the deadlines for registration established by the University.

#### **Art. 19. Registration modification.**

1 As a general rule, new students cannot modify their registration outside their ordinary period, and must register for the first full academic year, however, the specific cases of part-time registration set out in the Regulation on Continuation of Studies.

2 The new students that request the recognition of credits, once they know the result of that request, must consequently request the modification of their registration within a maximum period of 15 days from the communication of the resolution (non-recognised subjects). This modification is subject to the maximum amount of credits established in its verification report.

#### **Article 20. Registration extension.**

1. In general, the extension will be done from January 15 to February 15.

2. The student, once registered during the ordinary period, can use this extraordinary period to extend his/her registration, being subject to the following conditions:

a) In general, the extension of the registration is carried out only for subjects of the second term.

b) The student can extend the registration for a maximum of 3 subjects of the second term in the first and following registrations.

c) The student can switch up to 3 subjects registered in the first registration, and they must belong to the second term and shall not belong to the subjects excluded by the degree from the modification and extension of the registration. These extensions will be subject to the maximum amount of credits to which he/she can register for each

academic year.

All students must know that certain subjects can be excluded from the set of rules for the extension of the registration due to their teaching methodology (laboratory, practices, *practicum*, etc.). Such subjects will be determined for each degree at the beginning of the academic year, so that, when the registration is formalised in the ordinary period, the student will know the subjects that can't be subject to the registration's extension.

The extension of the registration cannot be done either in those optional subjects that have completed the offered places.

### **Article 21. Enrollment conditioned by prerequisites.**

This refers to a subject whose passing is subject to the enrollment and/or passing of one or more other subjects of the curriculum, within the same academic year. It must be included in the Teaching Guide of each subject if there are prerequisites for enrollment and / or passing another subject/s.

Students with conditional enrollment will not appear in the official transcript until they have passed the conditioning subject(s).

### **Article 22. Change in teaching modality (presence based/blended learning/on-line).**

Students may request a change in the teaching modality (presence-based/blended learning/on-line) at the beginning of the academic year, through request to the Central Secretariat. The concession of such change will be contingent upon the full implementation of the courses in the various teachings.

### **Art. 23. Cancellation of enrollment - ordinary registration period**

1. In general, a period of 15 calendar days is established for the payment of the registration fees formalized during the ordinary registration period. If the student does not comply with the aforementioned payment obligation, the university reserves the right to cancel the academic and/or administrative deregistration of the enrolled subjects, considering that the student renounces his/her place, thus leaving this place free and at the disposal of the university.

2. Notwithstanding the above, the cancellation of registration formalized in



ordinary period in the studies of Degree and Master will be admitted, with refund of the amount paid, except for the amount fixed for pre-registration and reservation of place, for new students when requested no later than 15 calendar days before the start of the course or for reasons attributable to the university. The reservation or spot confirmation fee for all Bachelor's degrees is 1,000 euros, except for Medicine and Dentistry degrees, which have a fee of 2,000 euros. For Master's programs, the reservation fee is 1,200 euros, and for Doctoral programs, it is set at 600 euros. Non-EU students as well as those who have accepted an offer of admission to a Master's Degree taught in English, will be governed by a [specific refund policy](#).

3.P re-registration and place reservation fees are NOT refundable under any circumstances. However, in the event of cancellation of a Bachelor's or Master's degree registration, the amounts paid for place reservation will be for the benefit of the student who may apply them in the future to the payment of any other tuition.

4.T he cancellation will be made ex officio by the University when the student does not meet any of the access and/or admission requirements necessary to formalize the enrollment or when the student has not paid the enrollment fee within the established deadlines.

#### **Art. 24. Cancellation of enrollment - Enrollment extension period**

In general, a period of 7 calendar days is established for the payment of the registration fees formalized during the period of extension of enrollment. In case the student does not comply with the payment obligation, the university reserves the right to cancel the academic and/or administrative cancellation of the subjects enrolled in the extension period.

#### **Art. 25. Places offered for registration. Space reserved for students who recognize more than 30 ECTS and file transfers**

In general, each academic year an additional 10% will be reserved over the total number of places offered for each degree, which will be applicable to the registration of the following types of students, in order of preference:

- UCAM alumni who formalize their enrollment in new studies and who recognize at least 30 ECTS, with origin in official university studies.
- Transfer of files from other universities.
- Students from other universities that formalize enrollment in new studies and recognize at least 30 ECTS, with origin in official university studies.

#### **Article 26. Quota reserved for students with disabilities or permanent**

**educational support needs associated with personal circumstances of disability.**

Five percent of the places offered in official university degrees and official Master's degrees will be reserved for students who have a recognized degree of disability equal to or greater than 33 percent, as well as for students with permanent educational support needs associated with personal circumstances of disability, who in their previous studies have required resources and support for their full educational inclusion.

**Art. 27. Optative subjects. Minimum number of students enrolled.**

The minimum number of students enrolled to be able to activate an optional subject is generally fixed at 15 students. Class groups with a smaller number of students must be expressly authorized by the competent academic body.

**CHAPTER II - Venue change**

**Art. 28. Concept of venue change.**

The student can request a change of university venue if he/she is registered in an official degree of the UCAM that is taught simultaneously in Murcia and in Cartagena and he/she wants to continue his/her studies in a different venue. To request the change of venue there must be available places in the same degree, as established by the verification reports of ANECA (National Quality Assessment and Accreditation Agency of Spain).

**Art. 29. Requirements to request venue change.**

The applicants for venue change must meet the following requirements:

- To study the same curriculum in which the applicant was last registered.
- To have completed a minimum of 30 credits in the academic year prior to the one in which the change of venue is requested.
- To have no pending disciplinary proceedings.
- In the academic term in which the change of venue is effective, there must be students registered in the subjects in which the student registers and/or the minimum number established by the UCAM to activate them must be met (in case of mentions, at least 10 students must be registered).

- To submit the application in time and form, within the period established for the change of venue.

### **Art. 30. Applications and submission deadline**

The deadline for requesting a change of venue will be published by the Secretariat of each venue and, as a general rule, will be from July 15 to July 31. The resolution of the applications submitted in June will be resolved during the first two weeks of July. Applications submitted after July will be resolved during the first two weeks of August.

The result of these applications will be published on the web page of the Central Secretariat of each venue.

The application document available in the Secretariat of the venue in which the student is studying must be filled in and then submitted.

### **Art. 31. Process and allocation order of applications.**

1. In each academic year, the official degrees will establish a number of available places in each venue in order to request a change.
2. A change of location may be requested on only one occasion for a specific Bachelor's or Master's degree, unless there are exceptional circumstances alleged by the student, which must be assessed and authorised, where appropriate, by the Directorate of the degree programme.
3. In case of issuing an application for university venue change, the Secretariat of each venue will verify if the student meets the established requirements.
4. In case the number of applications is higher than the number of offered places for this circumstance, the available places will be allocated among those students that meet the necessary requirements, as established by the following order of preference:
  - a. Best academic record.
  - b. In the event of a tie in the academic record, the greatest number of credits obtained will be kept into account (in case of studies with

credits from external practices, in the first case, the total amount of such credits will prevail, and then, the total amount of credits in general).

c. In case of a tie, the working and/or personal situation of the applicant will be considered.

5. The resolution of the application for venue change is adopted by considering the observations of the Administration of the degree, the Verified Report of the Official Degree and the compliance of the above mentioned requirements. The list of venue changes will be published as briefly as possible after the end of the deadline for the submission.

6. In case of renouncing to the resolution conceded by the venue change, it will be a duty of the student to communicate it in a written form to the Secretariat, so that the university can give his/her place to another applicant. No modification of the venue change will be granted after the deadline.

#### **FIRST TRANSITORIAL PROVISION.**

Notwithstanding this regulation, in compliance with art.1 the *Royal Decree Law 5/2016, of 9 December, on urgent means for the extension of the calendar of implementation of the Organic Law 8/2013, of 9 December, for the improvement of educative quality, access and admission to official university degree teachings* will be carried out as follows:

a) Until the entry into force of the norms resulting from the Social and Political State Pact for education, the requirements for access to the official university degree teachings for the students who have obtained the baccalaureate will be the following:

1) Those who enter prior to the academic year 2017/18 must have passed the University Entrance Examination established in article 38 of Organic Law 2/2006, of 3 May, or the examinations established in previous regulations with a similar purpose.

2) For those who access in the academic year 2017-2018 and until the entry into force of the norms deriving from the State Political and Social Pact for education, the mark obtained in the test made by students who want

to access university, mentioned in article 36 bis of the Organic Law 2/2006, of 3 May, will be the arithmetic average of the numerical marks of each of the general subjects of the core subjects group and, when applicable, of the subject Co-official Language and Literature, expressed in a scale from 0 to 10 with two decimal places and rounded off to the nearest hundredth. This mark should be equal or superior to a scores, so that it can be kept into account for the access to the official university degree teachings

The mark for the access to university studies for these students will be calculated by weighting a 40% the mark of the test mentioned in the previous paragraph and a 60% of the final mark of the phase. They will be considered to meet the access requirements if the result of this weighting is equal to or greater than five points.

The mark obtained in each of the optional subjects of the group of core subjects of the previously mentioned test can be kept into account for the admission to official university degree teachings when a procedure of competitive concurrence takes place.

The educative administrations, in collaboration with the universities, which will take over the functions and responsibilities that they had in relation to the university entrance exams, will materially organise the test mentioned in the previous paragraph. Nevertheless, each educative administration can define the scope of the collaboration of its universities in the realisation of the test. Such evaluation will be valid for the access to different degrees of Spanish universities.

3) The students who have the following foreign degrees can access the university:

a. Students with the European Baccalaureate or international Baccalaureate.

b. Students from educative systems of the European Union member states or of other States with which an international agreement has been signed.

Since the academic year 2014/15, the admission of these students to official university degree teachings will be carried out in compliance with article 38 and the additional provision 33 of the Organic Law 2/2006, of 3

May, as well as with its development norms.

4) The students with the diplomas of Senior Technician and Higher Sports Technician, or those that have a qualification, diploma or study equivalent to the baccalaureate, obtained or made in educative systems of countries that are not members of the European Union, with which no international agreement has been signed for the recognition of the high-school diploma on a reciprocal basis, that access the academic year 2014/15 or any following year must meet the requirements specified in the additional provision thirty-six of the Organic Law 2/2006, of 3 May.