



## **PROCEDURE FOR THE APPLICATION, MANAGEMENT AND APPROVAL OF THE RECOGNITION OF OPTIONAL CREDITS FOR SOCIO-CULTURAL ACTIVITIES IN BACHELOR'S DEGREE COURSES**

**Academic year 2022/23**

In compliance with the UCAM Regulations on Credit Recognition and Transfer, students may obtain academic recognition of credits for participating in cultural, sporting, student representation, solidarity and cooperation university activities. This academic recognition will be implemented in optional credits of the Bachelor's Degrees of the UCAM *Universidad Católica San Antonio de Murcia*.

In general, at least 6 optional credits may be recognised through this procedure.

The following tuition fees will be applied to the total number of optional credits to be recognised for socio-cultural activities, depending on the activity in question:

- Extracurricular internships: 50% of the cost of the credit in the degree of reference for the student
- UCAM Language School: 50% of the cost of the credit in the degree of reference for the student
- Recognition of foreign language level, equal to or higher than B1: 50% of the cost of the credit in the degree of reference for the student
- Erasmus Traineeship - extracurricular: 50% of the cost of the credit in the degree of reference for the student
- Activities passed in other previous UCAM degree programmes: 25% of the cost of the credit in the degree of reference for the student
- Solidarity activity: exempt from the fee
- Cooperation activity: exempt from the fee
- Sporting activity: exempt from the fee
- Student representation activity: exempt from the fee
- Cultural activity - Seminars: exempt from the fee

### **1. APPLICATION AND DOCUMENTS TO BE PROVIDED BY THE STUDENT:**

*Vice-Chancellor's Office for Quality and Academic Organisation  
UCAM Universidad Católica San Antonio de Murcia*

Students who wish to have optional credits recognised for their Bachelor's Degree curriculum based on having taken/developed university cultural, sporting, student representation, solidarity and cooperation activities may apply for this through the electronic form hosted at:

*Student portal/Recognitions/Recognition of Socio-Cultural Activities*

**1) Activities taken/passed in the academic year 2018/19 and previous years:**

The accreditation of having passed these activities by the student is generally registered in the university database, so it will not be necessary for the student to provide any documentary evidence for the recognition of optional credits based on activities taken/passed by the student in the academic year 2018/19 and previous years.

Notwithstanding the above, the student may be required to provide documentary proof of having passed these activities in those cases in which the university does not have the corresponding computer record.

**2) Activities taken/passed in the academic year 2019/20:**

Each University Service/Department that organises and/or coordinates the development of sociocultural activities that can be used for the recognition of optional credits in the Bachelor's Degree programmes, in accordance with the UCAM Regulations on Credit Recognition and Transfer, must provide the student who has participated in the activity with a document accrediting that he/she has passed it.

The student must attach this digitised certificate to the electronic application form for the recognition of credits for socio-cultural activities.

**NOTE:** From the 2019/20 academic year onwards, the activities passed will not appear in the academic record of the student's Degree, unless the student has requested the recognition of the seminar for optional credits of his/her curriculum, through the recognition of socio-cultural activities included in the UCAM Regulations on Credit Recognition and Transfer.

**3) Activities taken/passed in the academic year 2020/21:**

ACADEMIC YEAR 2020/21 - DOCUMENTS.- Except for UCAM SEMINARS, for other activities passed in the academic year 2020/21, each Service/Department of the university that organises and/or coordinates the development of socio-cultural activities must provide the student who has participated in the activity with a document accrediting that the activity has been passed.

The student must attach this digitised certificate to the electronic application form for the recognition of credits for socio-cultural activities.

#### **4) Activities taken/succeeded in the course 2021/22 and later:**

COURSE 2021/22 and later - DOCUMENTATION.- Except for UCAM SEMINARS and EXTRACURRICULAR PRACTICES, for the other activities passed in the course 2021/22 and later, each Service/Department of the university that organizes and/or coordinates the development of sociocultural activities, must provide the student who has participated in the activity with a credential that accredits documenting that he/she has passed it.

The student must attach this digitalized credential to the electronic application form for the recognition of credits for sociocultural activities.

## **2. RESOLUTION OF THE APPLICATION FOR CREDIT RECOGNITION. NOTIFICATION OF THE TUITION FEES AND INCLUSION IN THE STUDENT'S ACADEMIC RECORD**

If the requirements and conditions of ANNEX I of the UCAM Regulations on Credit Recognition and Transfer are met, the application will be decided favourably. Otherwise, the student will be notified of the inappropriateness of the application.

### **a) Recognitions for which tuition fees are payable:**

The student will only be notified of the favourable resolution of the recognition requested in cases that involve the payment of tuition fees. These fees will also be notified to the student so that they can be paid within the period established in the corresponding payment document.

Once the fees have been paid, the student may contact the Central Secretariat, either in person or by email at [reconocimientos@ucam.edu](mailto:reconocimientos@ucam.edu), where, upon submission of the document justifying the payment of the fees, the recognition will be added to the student's record and the consequent discount for the optional subjects in the Bachelor's Degree curriculum will be applied.

### **b) Recognitions exempt from tuition fee payment:**

Notification of the favourable resolution of the recognition of credits originating in socio-cultural activities exempt from tuition fee payment will not be necessary. The approval of these recognitions will be accredited with the inclusion of the recognised credits in the student's academic record.

## **3. ACADEMIC EFFECTS OF THE INCLUSION OF THESE RECOGNITIONS IN THE STUDENT'S ACADEMIC RECORD**

Once a recognition of credits for socio-cultural activities has been decided and included in the student's record, it may not be reversed except in the following cases:

- Material error in the granting of the same.
- Falsity or a documentary error detected in the documents provided by the applicant.

