



## **SEMINARS, CONFERENCES AND CONGRESSES**

### **PROCEDURE FOR THE STUDENT**

#### **1. SUBJECT**

The subject of this procedure is to establish the modalities in which students must carry out the enrolment, registration/deregistration and get a certificate in the extracurricular academic seminars during the 2020/21 academic year and beyond.

a) Seminars promoted by degrees

a.1) Seminars linked to the curricular content of the curriculum of the degree that offers it

a.2) Seminars of academic-scientific diffusion, not linked to the curricular content of the curriculum of the degree that offers it

b) Seminars promoted by the Department of Religious Sciences (CCRR)

b.1) Workshops linked to the Integral Education Module / DECA (Ecclesiastic Declaration of Academic Competence) of the curriculum.

b.2) Seminars with a humanistic and/or evangelising content, not linked to the Integral Education Module / DECA (Ecclesiastic Declaration of Academic Competence) of the curriculum.

## **2. APPROVAL AND IMPLEMENTATION OF A SEMINAR**

### **2.1) Seminars promoted by degrees**

Once the seminar is approved, it can be annulled if, by the time of the registration deadline, the seminar has not reached the minimum number of registered students authorised for its implementation.

The person in charge of organising the seminar will be responsible for notifying the annulment of the seminar to the registered students.

### **2.2) Seminars promoted by the Department of Religious Sciences (CCRR)**

Once the seminar is approved, it can be annulled if, by the time of the registration deadline, the seminar has not reached the minimum number of registered students for its implementation.

The Department of Religious Sciences will be responsible for notifying the annulment of the seminar to the registered students.

## **3. ENROLMENT, REGISTRATION AND DEREGISTRATION CONCERNING SEMINARS**

### **3.1 Enrolment and registration**

The students will be able to register themselves to seminars through the seminars registration application/self-service available at [UCAM website/ Student Portal](#)

### **3.2 Deregistration**

In general, students can deregister from a seminar:

- In case of seminars with registration fees, they can deregister until 15 calendar days before the start of the seminar. The deregistration and the refund of the registration amount must be requested through [UCAM website/ Student Portal](#)
- In case of seminars without registration fees, they can deregister until one week before the beginning of the seminar through [UCAM website/ Student Portal](#)

Outside these deadlines, the students cannot deregister from a seminar.

Notwithstanding the foregoing, in case of exceptional and duly justified causes, the students can request to deregister from the seminars upon explicit request to that effect through: [UCAM website/ Student Portal](#)

This request will be assessed and validated, where appropriate, by the person in charge of the degree/department that promotes the seminar.

## **4. CREDENTIALS OF ATTENDANCE/PASSING OF THE SEMINAR**

### **4.1 Seminars promoted by degrees**

The attendance/passing of a seminar will be certified to the students by means of a certificate/credential that will be managed and delivered by the person in charge of organising the seminar.

NOTE: The seminar(s) passed before the 2020/21 academic year will not appear on the record of the student's Degree. Only if the student decides to use them for the recognition of optional credits of his/her curriculum, through the recognition of socio-cultural activities provided for in the UCAM Regulations on Credit Recognition and Transfer and submits a request through the Student Portal the seminar will be included in his/her record and the corresponding optional credits will be deducted from the total amount of optional credits of his/her curriculum.

From the 2020/21 academic year onwards, the students will be able to consult the passed seminar(s) through their personal record on the LAUREA portal.

## **4.2 Seminars promoted by the Department of Religious Sciences (CCRR)**

### **4.2.1) Workshops linked to the Integral Education Module / DECA (Ecclesiastic Declaration of Academic Competence) of the curriculum**

These marks are part of the final mark of the student in the subjects of the Integral Education Module / DECA (Ecclesiastic Declaration of Academic Competence) of each curriculum, therefore they will be included in the calculation of the average mark of the student in such subjects.

### **4.2.2) Seminars with a humanistic and/or evangelising content, not linked to the Integral Education Module / DECA (Ecclesiastic Declaration of Academic Competence) of the curriculum.**

The attendance/passing of a seminar will be certified to the students by means of a certificate/credential that will be managed and delivered by the person in charge of organising the seminar.

NOTE: During the 2020/21 academic year, the passed seminar will not appear in the academic record of the student's Degree unless the student requested the recognition of such seminar to cover the optional credits of his/her curriculum, through the recognition of socio-cultural activities provided for in the UCAM Regulations on Credit Recognition and Transfer.

## **5. TECHNICAL INCIDENTS DETECTED BY THE STUDENTS**

The technical incidents related to seminars and detected by the students (registration, deregistration, payment of registration fee, etc.) must be notified to [UCAM website/ Student Portal](#) in order to duly manage and solve them.

In any case, the student will have one year from the date of the seminar to make claims about the correct enrollment and/or grades obtained in a seminar.