



REGULATIONS FOR UCAM UNIVERSIDAD CATÓLICA SAN ANTONIO DE MURCIA- SPECIFIC DEGREES

Academic year 2020/2021



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PRELIMINARY TITLE

According to the provisions of article 34.1 of the Organic Law on Universities, the Universities may establish courses leading to university-specific diplomas and degrees, as well as to lifelong training courses.

Point 5 of the Preamble of the UCAM Statutes states that, in order to effectively meet the demands of our social and business environment, UCAM will pay special attention to its university-specific courses in order to improve the qualifications of university graduates.

TITLE I. NATURE AND STRUCTURE OF UNIVERSITY-SPECIFIC DEGREES.

Article 1. Nature of UCAM-specific Degrees.

University-specific degrees are specialised courses, which, although they lack the official character, the academic effects and the same validity as official university degrees, are nevertheless courses in demand by sectors of professional and business activity that do not find in official degrees the knowledge and competences required in these areas.

UCAM considers that university institutions should not only provide courses leading to an official diploma, but also those which, by their nature, respond to the social, scientific and cultural needs that arise in the sphere of activities that are specific to universities. The University must not remain on the sidelines of the professional impulse of postgraduate and specialisation studies, but must even anticipate the demands of social life in the field of culture, technology and science.

UCAM-specific degrees shall be governed by these regulations.

TITLE II.-STRUCTURE OF UCAM-SPECIFIC DEGREES.

Article 2. Higher University Graduate:

Higher University Graduate Degrees are university-specific degrees of a professional nature aimed at providing up-to-date knowledge linked to the performance of certain professional profiles, as well as specialising practitioners in the face of new challenges or developments in their profile or in areas that are not covered by official degrees.

2.1. Academic structure of the degree:

Higher University Degrees will have clearly defined teaching plans and will be structured in units ranging from 15 to 30 ECTS. Each ECTS corresponds to 25 hours of work dedicated by the student to teaching-learning activities.

In general, the teaching modality of the Higher University Degrees will be online learning, although there may be a face-to-face part for those degrees that need to include internships in their curriculum.

The teaching plan will be structured in subjects of 3, 6 or 9 ECTS credits.

It is recommended to carry out a final project in order to graduate. The ECTS credits for this work may vary between 3 and 6.

A brief report must be drawn up in which, among other aspects, the objectives of the degree, curriculum, contents, competences, training activities, assessment systems, etc. must be included.

It generates an achievement report on the student's record.

2.2. Access requirements:

Access to Higher University Graduate studies is available to:

- a) Students who are currently undertaking an official Bachelor's Degree programme.
- b) Those who hold an official Bachelor's Degree Diploma or who have not yet completed it.
- c) Those who hold an official university diploma issued in accordance with previous regulations or who can prove that they have passed at least 180 ECTS credits in these degrees.
- d) Those who have completed bachelor's degree programmes from educational systems external to the European Higher Education Area or who certify that they have completed the equivalent of 180 ECTS in these programmes without the need of recognition of their degrees, after verification by the University that these qualifications certify a training level equivalent to the corresponding official Spanish university degrees and that they allow access to postgraduate programmes in the country issuing the diploma.
- e) Those who have undertaken or are currently undertaking a Higher Level Vocational Training programme related to the field of study of the programme they wish to undertake.
- f) Those who can demonstrate relevant professional experience in the field of the studies of the programme they wish to undertake.

- g) In the event that demand exceeds supply, selection criteria will be established.

Article 3. University Master's Degree: These are postgraduate courses with a clearly professional focus, oriented towards the labour market.

3.1. Academic structure of the degree:

It will have a minimum academic load of 60 ECTS.

Its academic duration will be a minimum of two terms.

It generates an achievement report on the student's academic record.

3.2 Access requirements:

- a) Any graduate in official university courses or non-university higher education courses dealing with content related to the master's degree, whether national or foreign, may be admitted. Access is also available to those who hold a Higher University-Specific Graduate Diploma or other similar qualifications with a minimum academic load of 120 ECTS.
- b) Exceptionally, the Director of the course may establish the admission of professionals having recognised knowledge in the speciality of the course and who have at least five years of recognised professional experience in accordance with the objectives and purpose of the Master's Degree.

Article 4. University Specialist: These are courses that aim to train high-level specialists in a given subject and are aimed at professional specialisation.

4.1. Academic structure of the degree:

They will have a minimum academic load of 30 ECTS.

It generates an achievement report on the student's academic record.

The minimum duration of the course will be one term.

4.2. Access requirements:

- a) Any graduate in official university courses or non-university higher education courses that deal with content related to the master's degree may be admitted.

- b) Exceptionally, professionals having recognised knowledge in the speciality of the course and at least 2 years of recognised professional experience (up to 50% of the places offered, after a personal interview).

Article 5. University Expert:

These courses are aimed at professional improvement and specialisation.

5.1 Academic structure of the degree:

It will have a minimum academic load of 20 ECTS.

It generates an achievement report on the student's academic record.

5.2 Access requirements:

Access to these courses shall be available to those who meet the legally established requirements for access to university, as well as professionals with at least 2 years of recognised professional experience in accordance with the objectives and purpose of these degrees.

Article 6. Advanced Training Course: These courses are aimed at professional specialisation and the updating and deepening of knowledge. The competences acquired by the student are generic and transversal and are aimed at semi-qualified professional level. They do not require a previous level of knowledge.

6.1 Academic structure of the degree:

- a) It will have a minimum academic load of 2 credits.
- b) Successful completion of these courses will entitle the student to the corresponding diploma of recognition.

6.2 Access requirements:

Any person interested in these courses may take them.

Article 7. Professional Specialisation Course: These courses aim to contribute to the development of specific professional competences and facilitate the broadening and acquisition of new knowledge. The competences acquired by the student are

aimed at a highly qualified and professional level. They require previous knowledge of the subject to be dealt with and therefore access criteria will be established to guarantee the acquisition of the competences.

7.1 Academic structure of the degree:

They will have a minimum academic load of 2 credits.
Successful completion of these courses will entitle the student to the corresponding diploma of attendance and achievement.

7.2 Access requirements:

Any person interested in these courses may take them.

Article 8. Training-oriented sessions: They are courses of different duration for which no previous university degree shall be required, unless so established by the competent bodies.

- a. **Congress:** Meeting in which, during one or more sessions, people who share the same profession or activity give lectures or presentations on subjects related to their work or activity for the exchange of knowledge:
- b. **Conference:** A series of days devoted to different dissemination effects, such as meetings, talks, etc., generally of a monographic nature.
- c. **Seminar:** A set of teaching activities carried out jointly by teachers and students, with the aim of directing them towards the practice and research of a discipline.
- d. **Symposium:** Meeting of specialisation in a subject to discuss something specific related to its speciality.
- e. **Workshop:** A course, usually short, in which a particular practical or artistic activity is taught.

8.1 Academic structure of the degree:

It generates an achievement report on the student's record.
It has a minimum academic load of 0.5 ECTS (12.5 hours)
It leads to obtaining a certificate of participation.

8.2 Access requirements:

Any person interested in these courses may take them.

TITLE III. PROCEDURE FOR THE PROPOSAL AND APPROVAL OF UNIVERSITY-SPECIFIC PROGRAMMES

Article 9. Proposal for the implementation of university-specific programmes.

1. The proposal for the implementation of university-specific programmes shall be submitted in accordance with the institutional procedure and form established for this purpose and shall be governed by the guidelines established by the Vice-Chancellor's Office for Quality and Academic Organisation.
2. The proposer may be asked to provide any additional information deemed relevant in order to justify the proposal.

Article 10. Deadlines for the submission of university-specific degree proposals.

1. Proposals for the implementation of Higher University Degree, Master's Degree, University Specialist and University Expert programmes must be submitted between January and February of each year if they are to be taught in the following academic year.
2. Advanced Training and Professional Specialisation courses must be submitted 60 days before the start date of the course.
3. Congresses, Conferences, Seminars, Symposia and Workshops may be authorised to be held at any time during the academic year.

Article 11. Approval of course proposals.

1. UCAM-Specific Degrees shall be approved by the Governing Council upon the motion of the Vice-Chancellor's Office for Quality and Academic Organisation.
2. The Governing Council shall set the registration fees for university-specific degrees, the remuneration of the teaching staff and of the Director of the degree.
3. Any modifications that may occur once the course has been approved must be justified to the Vice-Chancellor for Quality and Academic Organisation, who will assess them and submit them for approval by the Governing Council.
4. New editions of previously approved courses shall not require the submission of new proposals if there are no changes, the only requirement being the notification by the Director to the Vice-Chancellor's Office for Quality and Academic Organisation.

Article 12. Deferral and cancellation of university-specific degrees.

The Vice-Chancellor's Office for Quality and Academic Organisation shall be notified of the deferral or cancellation of the implementation of the degree in question, with reasons for such decision.

TITLE IV. COURSE MANAGEMENT

Article 13. Pre-registration for courses.

1. In general, if a pre-registration period is established for a university-specific course, it shall last a minimum of 20 days.
2. If the demand for places is less than the minimum number of students proposed for the implementation of the university-specific degree, the course shall not be held.
3. However, the director of the course may readjust the budget/no. of places for the course according to the number of pre-registered students and submit a new application to the Vice-Chancellor's Office for Quality and Academic Organisation for the course to be held.
4. When the demand for places to start the course exceeds the maximum number of students proposed in the course report, the director will make a selection by applying objective criteria supported by documented evidence. However, the director may always ask the Vice-Chancellor's Office for Quality and Academic Organisation for a proposal to increase the number of students, which will decide as appropriate.
5. A pre-registration fee may be established, which will be refunded in the event of not being selected for the course. In the case of admitted students, it will be deducted from the total registration fee.
6. In the event that the course is finally rejected, the payment made for any reason will be returned to the registered students.

Article 14. Registration.

1. As a general rule, the registration will be made for the full academic year.
2. Students may register for independent modules in the University-Specific Master's Degree programmes, if so provided for in their proposal. Successful completion of these modules will lead, where appropriate, to the issuing of a certificate of achievement.
3. Registration fees must be paid before the start of the course, in general and unless expressly authorised otherwise.
4. Students who are in a position to obtain a university degree during the corresponding academic year may formalise their registration for those degrees for which holding a university degree is an access requirement. If they have not

obtained it by the end of the academic year, they will only be entitled to the issuing of a certificate of attendance and achievement, if applicable.

5. UCAM-specific degree students will be entitled to two assessment calls linked to their registration. They will be subject to what is established in the design of their proposal, in the case of having to meet a minimum attendance requirement.

Article 15. Issuing of university-specific diplomas.

1. Students who pass the courses leading to obtaining a UCAM-specific diploma will be entitled to the issuing of the corresponding diploma.
2. UCAM-specific diplomas will be signed by the Chancellor, and will be included in the Register of university-specific degrees, which will be created and managed by the Service responsible for UCAM-specific degrees.