



# UCAM-SPECIFIC DEGREES REGULATIONS

## UNIVERSIDAD CATÓLICA SAN ANTONIO DE MURCIA

**Academic Year 2022/2023**



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## **PRELIMINARY SECTION**

Pursuant to Article 34.1 of the Spanish Organic Law on Universities, universities may offer degree courses leading to diplomas and certificates issued internally, as well as other continuing education courses.

Developing the aforementioned regulation, Spanish Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance, governs university education by differentiating between two main categories of studies: continuing education, for which specifications are established in terms of name, access criteria and academic regime, and the rest of university studies, whose academic framework remains within the scope of university autonomy.

Furthermore, point 5 of the Preamble of the UCAM Statutes provides that, in order to effectively meet the demands of our social and business environment, UCAM will pay special attention to its own university studies, in order to improve the qualifications of university graduates.

## **I. NATURE AND STRUCTURE OF UCAM-SPECIFIC DEGREES**

### **Article 1. Nature of UCAM-Specific Degrees**

UCAM-Specific Degrees are non-official university courses aimed at extending, specialising, perfecting and/or updating knowledge and competences. These courses are in demand by different sectors of society, as well as by professional and business circles, who do not find the set of knowledge and skills required in these areas in official programmes, and want to rely on the prestige of the University as a reference.

UCAM considers that university institutions must not only provide those programmes that lead to the award of an official certificate, but also those courses that meet the social, scientific, and cultural needs that arise in the areas covered by universities. Universities ought not to be excluded from the professional development of postgraduate and specialisation studies, but should rather anticipate the demands of social life in the fields of culture, technology, and science.

UCAM-specific studies shall be governed by these regulations.

## II. STRUCTURE OF THE UCAM-SPECIFIC CONTINUING EDUCATION COURSES

### CHAPTER I. UCAM-SPECIFIC CONTINUING EDUCATION COURSES ACCESSED WITH AN OFFICIAL UNIVERSITY CERTIFICATE

**Article 2. Master's Degree in Continuing Education** These are postgraduate courses with a professional and/or research focus, oriented towards the labour market.

#### 2.1. Academic structure of the degree:

These courses will have a course load of 60, 90 or 120 ECTS.

These courses will last a minimum of two semesters.

These courses will be graded and included in the students' transcripts of records.

#### 2.2 Access requirements:

Access will be open to any graduate of official university studies or non-university higher education programmes equivalent to an Official Bachelor's or Master's Degree, national or foreign. The latter will not require official validation but will be subject to verification – the University will ascertain that such studies accredit a level of education equivalent to the corresponding official Spanish university degrees and that they entitle the certificate holder to access postgraduate studies in the country issuing the degree.

Notwithstanding the above, depending on the content or subjects of the syllabus of the Master's Degree in Continuing Education, a specific access profile may be determined when designing the programme that requires the possession of a specific official university degree certificate in order to be able to access it.

#### 2.3 Designation

Notwithstanding the specific name of the Master's Degree in Continuing Education that must be included in the certificate to be awarded to the student in any case, the English name may be added, in which case it should be referred to as "Master in Continuing Education in T".

The following is a list of indications on the name of the Master's Degree in other languages, according to its thematic area or length:

- If the Master's Degree is related to the field of Science, the name of the degree shall be "Master in Continuing Education of Science in T".
- If the Master's Degree is related to the field of Humanities, the name of the degree shall be "Master in Continuing Education of Arts in T".
- If the Master's Degree lasts longer than one year, the name of the degree shall be "Master in Continuing Education of Philosophy in T".

- If the Master's Degree belongs to the area of research, the name of the degree shall be “Master in Continuing Education by Research in T”.

### **Article 3. University Specialist Course**

These are postgraduate courses that aim to train high-level specialists in a specific subject and are aimed at professional specialisation.

#### **3.1. Academic structure of the degree:**

These courses will have a minimum course load of 30 ECTS and a maximum of 59 ECTS.

These courses will be graded and included in the students' transcripts of records.

These courses will last a minimum of one semester.

#### **3.2 Access requirements:**

Access will be open to any graduate of official university studies or non-university higher education programmes equivalent to an Official Bachelor's or Master's Degree, national or foreign. The latter will not require official validation but will be subject to verification – the University will ascertain that such studies accredit a level of education equivalent to the corresponding official Spanish university degrees and that they entitle the certificate holder to access postgraduate studies in the country issuing the degree.

Notwithstanding the above, depending on the content or subjects of the syllabus of the University Specialist Course, a specific access profile may be determined when designing the programme that requires the possession of a specific official university degree certificate in order to be able to access it.

### **Article 4. University Expert Course**

These are postgraduate courses aimed at professional development and specialisation.

#### **4.1 Academic structure of the degree:**

These courses will have a course load of less than 30 ECTS.

These courses will be graded and included in the students' transcripts of records.

#### **4.2 Access requirements:**

Access will be open to any graduate of official university studies or non-university higher education programmes equivalent, national or foreign. The latter will not require

official validation but will be subject to verification – the University will ascertain that such studies level of education is equivalent to the corresponding official Spanish university degrees and that they entitle the certificate holder to access postgraduate studies in the country issuing the degree.

Notwithstanding the above, depending on the content or subjects of the syllabus of the University Expert Course, a specific access profile may be determined when designing the programme that requires the possession of a specific official university degree certificate in order to be able to access it.

## **CHAPTER II. UCAM-SPECIFIC CONTINUING EDUCATION COURSES ACCESSED WITH AN OFFICIAL UNIVERSITY CERTIFICATE AND/OR OTHER**

### **Article 5. Advanced University Graduate**

Advanced University Degrees are degrees of a more professional nature, aimed at providing updated knowledge linked to the performance of certain professional profiles, while specialising active professionals regarding new challenges or profile developments or in areas that are not covered by official degrees.

#### **5.1 Academic structure of the degree:**

- These courses will have a minimum course load of between 15 and 30 ECTS, structured in subjects of 3, 6 or 9 ECTS.
- A final project is recommended in order to complete the degree. This final project may vary between 3 and 6 ECTS.
- As a general rule, the mode of study will be remote, although there may be a classroom-based part for those degrees that need to include practical sessions in their syllabus.
- These courses will be graded and included in the students' transcripts of records.
- These courses will last a minimum of one semester.

#### **5.2 Access requirements:**

Access to Advanced University Graduate studies is open to:

- a) Official Graduate degree students.
- b) Students who hold an official Graduate Certificate or who have not yet completed it.
- c) Students who hold an official University Certificate issued in accordance with previous regulations or who can accredit that they have passed at least 180 ECTS in those programmes.

- d) Students who have completed Bachelor's level degrees from education systems outside the European Higher Education Area or who certify that they have completed the equivalent of 180 ECTS in those programmes. They will not require official validation but will be subject to verification – the University will ascertain that the level of education of such studies is equivalent to the corresponding official Spanish university degrees and that they entitle the certificate holder to access postgraduate studies in the country issuing the degree.
- e) Vocational Training graduates or students when their programme is related to the field of the studies they wish to take.
- f) Anyone who can demonstrate relevant professional experience in the field of the studies they wish to pursue.
- g) Should demand outstrip supply, a selection criteria will be established.

## **Article 6. Micro-credentials**

Courses aimed at certifying learning outcomes linked to short-term training activities.

### **6.1. Academic structure of the degree:**

These courses will have a course load of maximum 15 ECTS.

These courses will be graded and included in the students' transcripts of records.

### **6.2 Access requirements:**

These studies are open to anyone interested.

## **Article 7. Short Course**

Courses designed for complementary training and to update knowledge, competences and skills that enable students to better integrate into the labour market.

### **7.1. Academic structure of the degree:**

These courses will have a course load of maximum 36 ECTS.

These courses will be graded and included in the students' transcripts of records.

These courses will last a minimum of one semester.

## 7.2 Access requirements:

Access to Short Courses is open to students of official Graduate degrees.

- a) Students who have completed Bachelor's level degrees from education systems outside the European Higher Education Area or who certify that they have completed the equivalent of 180 ECTS in those programmes. They will not require official validation but will be subject to verification – the University will ascertain that such studies level of education is equivalent to the corresponding official Spanish university degrees and that they entitle the certificate holder to access postgraduate studies in the country issuing the degree.
- b) Vocational Training graduates or students when their programme is related to the field of the studies they wish to take.
- c) Should demand outstrip supply, a selection criteria will be established.

## Article 8. Higher Technician

Courses aimed at developing skills and abilities related to a specific professional activity, complementing the student's training, and contributing to improving their employability.

### 8.1. Academic structure of the degree:

These courses will have a course load of maximum 36 ECTS.

These courses will be graded and included in the students' transcripts of records.

These courses will last a minimum of one semester.

### 8.2 Access requirements:

Access to Higher Technician studies is open to:

- a) Official Graduate degree students.
- b) Students who have completed Bachelor's level degrees from education systems outside the European Higher Education Area or who certify that they have completed the equivalent of 180 ECTS in those programmes. They will not require official validation but will be subject to verification – the University will ascertain that such studies level of education is equivalent to the corresponding official Spanish university degrees and that they entitle the certificate holder to access postgraduate studies in the country issuing the degree.



- c) Vocational Training graduates or students when their programme is related to the field of the studies they wish to take.
- d) Should demand outstrip supply, a selection criteria will be established.

## **Article 9. Doctorate**

Postgraduate studies with a distinctly practical focus, where the research and writing of the thesis is intended to generate a practical contribution in a specific field of study related to the students' field of experience.

### **9.1. Academic structure of the degree:**

These studies will have a course load of 60 or 180 ECTS.

These studies will be graded and included in the students' transcripts of records.

### **9.2 Access requirements:**

- a) Access is open to all graduates of official university studies.
- b) Access is also open to those who hold a Master's Degree or other similar qualifications.
- c) Exceptionally, the Programme Director may decide to admit professionals with recognised knowledge in the specific field of the programme, and who have at least five years of recognised professional experience in line with the objectives and purpose of the Doctorate.

## **Article 10. Bachelor's Degree**

These courses aim to provide students with the knowledge, culture, and technical tools necessary to enter the labour market with a high professional profile.

### **10.1 Academic structure of the degree:**

- These courses will have a course load of minimum 180 and maximum 240 ECTS, structured in subjects of 3, 6 or 9 ECTS.
- A final project is recommended in order to complete the degree. This final project may vary between 3 and 6 ECTS.
- The mode of study can be classroom-based, online or blended learning.
- These studies will be graded and included in the students' transcripts of records.
- These courses will last a minimum of six semester.

**10.2 Access requirements:**

- a) Admission is open to any graduate of official university studies or equivalent non-university higher education courses that cover contents related to the course, whether national or foreign.
- b) Official Graduate degree students.
- c) Students who have completed Bachelor's level degrees from education systems outside the European Higher Education Area or who certify that they have completed the equivalent of 180 ECTS in those programmes. They will not require official validation but will be subject to verification – the University will ascertain that such studies level of education is equivalent to the corresponding official Spanish university degrees and that they entitle the certificate holder to access postgraduate studies in the country issuing the degree.
- d) Vocational Training graduates or students when their programme is related to the field of the studies they wish to take.
- e) Should demand outstrip supply, a selection criteria will be established.

**Article 11. Advanced Course**

These are specific courses designed to specialise and deepen the skills and competences acquired so that they can be implemented in the professional and personal spheres of the student.

**11.1 Academic structure of the degree:**

- a) These studies will have a course load of 5 or 10 credits.
- b) Successful completion of the course will lead to the award of the corresponding diploma.

**11.2 Access requirements:**

These studies are open to anyone interested.

**Article 12. Advanced Training Course**

These courses are focused on professional specialisation and the updating and deepening of knowledge. The competences to be acquired are generic and transversal with a focus on a medium-qualified professional level. No prior knowledge is required.

**12.1 Academic structure of the degree:**

- c) These studies will have a course load of minimum 2 credits.

- d) Successful completion of the course will lead to the award of the corresponding diploma.

### 12.2 Access requirements:

These studies are open to anyone interested.

### Article 13. Professional Specialisation Course

These courses are intended to develop specific professional competences and to facilitate the expansion and acquisition of new knowledge. The competences to be acquired are focused on a highly qualified and professional level. Previous knowledge of the subject matter is required, and therefore access criteria will be established to guarantee that the studies are completed successfully.

### 13.1 Academic structure of the degree:

These studies will have a course load of minimum 2 credits.

Successful completion of the course will lead to the award of the corresponding certificate of attendance and participation.

### 13.2 Access requirements:

These studies are open to anyone interested.

### Article 14. Training event

These are courses of different duration for which no previous university degree is required, unless otherwise established by the competent bodies.

- a. **Conference:** This is a meeting in which, for one or more sessions, people who share the same profession or occupation give lectures or presentations on topics related to their field or activity for the purpose of exchanging knowledge.
- b. **Day:** This is a set of days reserved for different dissemination events, such as meetings, talks, etc., usually of a monographic nature.
- c. **Seminar:** This is a set of teaching activities carried out jointly by teachers and students, aimed at introducing them to the practical and research aspects of a discipline.
- d. **Symposium:** This is a meeting of specialists in a subject area for the purpose of discussing and debating something related to their area of specialisation.
- e. **Workshop:** This is a course, usually short, to teach a particular practical or artistic activity.

#### **14.1 Academic structure of the degree:**

These events will be included in the students' transcripts of records.  
These have a minimum load of 0.5 ECTS (12.5 hours).  
These will lead to the issuance of a participation certificate.

#### **14.2 Access requirements:**

These studies are open to anyone interested.

### **III. PROCEDURE FOR THE PROPOSAL AND APPROVAL OF UCAM-SPECIFIC STUDIES**

In accordance with the provisions of Royal Decree 822/2021, of 28 September, establishing the organisation of university education and the procedure for quality assurance, university governing bodies must annually approve the programming and offer of their specific studies, ensuring that there is no confusion as to the level and non-official nature of these courses.

In application of the abovementioned legal provision, the procedure for the proposal and approval of UCAM-specific studies is detailed in this section.

#### **Article 15. Proposals for UCAM-Specific Studies**

The proposals for the implementation of specific studies shall be submitted in accordance with the institutional procedure and forms established for this purpose and shall be governed by the guidelines established by the Vice-Rector's Office for Quality and Academic Planning.

Supporting information may be sought from the proposer in order to justify the proposal.

All proposals for specific studies must be led by at least one member of the UCAM academic staff and have the preliminary approval of the Dean of the Faculty to which it is linked. They may also have co-directors from other universities, professionals of recognised prestige, staff from social and business organisations or entities, or members of other administrations.

#### **Article 16. Deadlines for the submission of UCAM-Specific Studies**

Proposals for the implementation of specific Continuing Education programmes, as well as the Short Courses, Higher Technician, Doctorate and Bachelors, must be submitted between the months of November and March of every year, in order to be taught in the following academic year.

Advanced Training Courses, Professional Specialisation Courses and Micro-credentials must be submitted 60 days before the start date of the course.

The organisation of Conferences, Days, Seminars, Symposia and Workshops may be authorised at any time during the academic year.

#### **Article 17. Approval of course proposals**

1. UCAM-specific Studies shall be approved by the University Council at the recommendation of the Vice-Rector's Office for Quality and Academic Planning.
2. The University Council shall set the tuition fees for the specific studies, the remuneration of professors and of the Director of the programme.
3. Once the course has been approved, modifications must be justified to the Vice-Rector of Quality and Academic Planning, who shall evaluate them and forward them to the University Council for approval.
4. New editions of courses already approved will not require the submission of new proposals unless there are changes, the only requirement being that the director notifies the Vice-Rector's Office for Quality and Academic Planning.

#### **Article 18. Postponement and cancellation of UCAM-Specific Studies**

The Vice-Rector's Office for Quality and Academic Planning must be notified of the postponement or cancellation of the launch of the course in question, stating the reason for such decision.

### **IV. COURSE MANAGEMENT**

#### **Article 19. Pre-registration for courses**

As a general rule, if a pre-registration period is set for a particular course, this period shall last a minimum of 20 days.

1. Should the demand for places be lower than the minimum number of students proposed for the implementation of the course, it will not take place.
2. However, the course director may adapt the budget/number of places of the course according to the number of pre-registered students and reapply to the Vice-Rector's Office for Quality and Academic Planning for the course to be held.
3. Should the demand for places for the course exceed the maximum number of students proposed in the course report, the director shall undertake a selection process based on objective criteria that are accredited by documentary

evidence. However, the director may always ask the Vice-Rector's Office for Quality and Academic Planning for a proposal to increase the number of students, and they will take the appropriate decision.

4. A pre-registration fee may be established, which shall be refunded in the event of not being selected for the course, or deducted from the total amount of the registration fee in the case of admitted students.
5. In the event that it is decided a course is not to be held, all payments made for any reason will be refunded to those registered/enrolled in the course.

## **Article 20. Registration**

1. As a general rule, registration is for the entire course.
2. When the proposal of a Master's Degree in Continuing Education foresees it, students may enrol in independent modules. Successful completion of these modules leads to the issuing of a certificate of achievement.
3. Registration fees must be paid before the start of the courses, as a general rule and unless expressly authorised otherwise.
4. Students of UCAM-specific Studies will have the right to two evaluation sessions linked to their enrolment. This shall be subject to the proposal of the programme, should there be any minimum attendance requirements.

## **Article 21. The issuing of UCAM-Specific certificates**

1. Students who successfully complete the courses leading to the award of a UCAM certificate will be entitled to the issuing of the corresponding certificate.
2. UCAM-specific Certificates will be signed by the Rector and will be included in the UCAM-Specific Studies Register, which will be managed by the Service responsible for UCAM-specific studies.

## **FIRST TRANSITIONAL PROVISION. Discontinuation regime for specific Master, Expert or Specialist courses prior to RD 822/2021, of 28 September**

In accordance with the terms of the 7th Transitional Provision of Spanish Royal Decree 822/2021, of 28 September, establishing the organisation of university education and the procedure for quality assurance, as well as Decree no. 203/2009, of 26 June, regulating the authorisation of official university education in the Region of Murcia, the following Discontinuation regime is established for UCAM-specific Master, Expert or Specialist courses designed and implemented prior to the academic year 2021/22:

- Students enrolled in Master, Expert or Specialist courses designed and implemented prior to the entry into force of Royal Decree 822/2021 will have two academic years, 2021/22 and 2022/23, to complete their studies.  
In the event that a student has not completed his or her studies within this period, a certificate of subjects passed will be issued, without it being possible for him or her to obtain the completion certificate.
- New admission places will not be available from the academic year 2022/23 onwards for Master, Expert or Specialist courses designed and taught prior to the entry into force of Royal Decree 822/2021.
- As of academic year 2022/23, all UCAM-specific studies will comply with the requirements established in RD 822/2021 and in the present regulations.