



**Regulations on Credit Recognition and Transfer in Bachelor's and Master's  
Degree teachings**

**Year 2020/21**



## PRESENTATION

The Spanish Royal Decree (hereinafter R.D.) 1393/2007, of 29 October, through which the organisation of the official university teaching is established, modified by the R.D. 861/2010, of 2 July, includes, in article 6, that, in order to make the mobility of students effective, both inside and outside the national territory, the universities will elaborate and make public their regulation regarding the system of credit recognition and transfer. The mentioned article establishes some definitions for the recognition and the transfer that substantially modify the concepts of validation, adaptation etc. that have been used until now. In turn, the persistence and the progressive extinction of the study programmes previous to the entry into force of the R.D. 1393/2007, of 29 October, causes situations that must be regulated and, for this reason, it is essential to establish a system of recognition and transfer of credits, in which the credits earned by a student in a university can be recognised and included in his/her academic record and reflected in the European Supplement to the Degree, regulated by the R.D 1044/2003, of 1 August.

One of the objectives of the Catholic University Saint Anthony is to foster the mobility of its students in order to boost their academic and personal development. For this reason, in addition to articles 6 and 13 of the R.D. 1393/2007, and by virtue of the regulation established by the R.D.1618/2011, of 14 November, on the recognition of studies in the field of Higher Education, the UCAM has developed the following regulation on the recognition and transfer of credits which is applied to its students.

### 1. FIELD OF APPLICATION

The field of application of this regulation consists in the official university Bachelor's and Master's degree teachings, as established by the provisions of articles 6 and 13 of the R.D. 1393/2007, of 29 October, and its modification in R.D. 861/2010, of 2 July, which establishes the organisation of the official university teachings.

### 2. COMMISSION OF RECOGNITION AND TRANSFER OF CREDITS OF THE DEGREE (CRT)

**Composition of the Commission and Recognition and Transfer of Credits of the Degree (*Comisión de Reconocimiento y Transferencia* hereinafter CRT) and its competences**

#### BACHELOR'S DEGREE

The Commission of Recognition and Transfer of Bachelor's Degree Credits will be composed by:

- a) The **President**, who will be represented by the Dean, the Vice-dean or the Director of the degree.
- b) The **Secretary**, who will be represented by the Deputy Director, the Academic Secretary of the degree or by a member who receives the delegation from the President of the Commission.
- c) **Two permanent members**, with the option of adding one or more members at the request of the Degree Administration, after the authorisation of the Quality and Academic Organisation Vice-Chancellorship and depending on the volume of recognitions that it generally resolves.

d) **Transversal Member:** For the resolution of the credit recognitions that affect the subjects of the study programmes of the UCAM related to the Module of Integral Education/DECA (*Declaración Eclesiástica de Competencia Académica*), as well as of those subjects that include linguistic competences in foreign languages, a transversal member dependent on the Central Unit of Religious Sciences or on the Language department, respectively, will be included in the CRT of the Bachelor's or Master's Degree whose study programme includes those subjects.

## MASTER'S DEGREE

The Commission of Recognition and Transfer of Credits of the Master's Degree will be composed by:

a) The **President**, who will be represented by the Dean, the Vice-dean or the Director of the degree.

The Commission will be able to include one or more members at the request of the Degree Administration, after the authorisation of the Quality and Academic Organisation Vice-Chancellorship and depending on the volume of recognitions that it generally resolves.

b) **Transversal Member:** For the resolution of the recognitions of credits that affect the subjects of the study programmes of the UCAM related to the Module of Integral Education/DECA, as well as of those subjects that include linguistic competences in foreign languages, a transversal member dependent on the Central Unit of Religious Sciences or on the Language department, respectively, will be included in the CRT of the Bachelor's or Master's Degree whose study programme includes those subjects.

Competences of the CRT:

- To verify if the documents submitted with the request for recognition/transfer of credits are correct and can be used in the type or recognition of credits requested by the student.
- To verify if the information and the data collected in the request for recognition/transfer are justified, verified and are based on the documents provided by the student.
- To value the adaptation of the requested recognitions, considering the legislation in force in the field and this Regulation, the documents provided by the student, as well as the adaptation between the content and the competences of the source and destination elements of origin and destination of the recognition.
- To solve the requests of recognition/transfer of credits in compliance with the terms exposed in the previous points.
- To elaborate and keep up to date the automatic tables of recognition. The mentioned tables must be published.

### 3. DEFINITIONS

#### a) Recognition of credits

The recognition of ECTS credits implies the acceptance, by the Catholic University of Saint Anthony, of the credits that, having been obtained in superior official or non-official teachings (university-specific degrees), or through work or professional experience related to the degree they are accessing to, are taken into account for the purpose of obtaining an official degree.

#### b) Credit transfer

Credit transfer implies that, in the official documents or academic certificates that prove the teachings attended by each student, the UCAM will include all the credits obtained in the official teachings taken before, in the same or in another university, which have not led to obtaining an official degree.

#### c) European Supplement to the Degree

All the credits obtained by the student in official teachings attended in any university, the transferred ones, the recognised ones, the earned ones and any other credit that the student has earned to obtain the corresponding Bachelor's Degree, will be included in his/her academic record and they will be reflected in the European Supplement to the Degree.

#### d) Resolution of Recognition and Transfer

It is the name of the document through which the Commission of Recognition and Transfer of Credits accepts the recognition of the credits subject to the request.

### 4. NORMS ON THE RECOGNITION OF CREDITS

#### 4.1. General Criteria

##### 4.1.1. Basic Formation

a) Ever since the year 2017/18, and in accordance with the *R.D. 195/2016, of 13 May, which modifies the R.D. 1393/2007, of 29 October, which establishes the organisation of the official university teachings*, as long as the degree that the person wants to obtain belongs to the same branch of knowledge, a number of credits that must be at least 15 per cent of the total amount of credits of the degree, corresponding to subjects of basic formation of that branch, will be subject to recognition.

b) In case of degrees belonging to different branches of knowledge, the credits obtained in those subjects of basic formation that belong to the branch of knowledge of the degree of destination will be subject to recognition.

In both cases, the Commission of Recognition and Transfer of Credits of the Degree (CRT) will decide, under the request of the student, to which of those subjects are attributed the credits of basic formation of the branch of knowledge obtained in the original degree. In the case provided for in

section b), the recognitions will be done by considering the adaptation between the competences and the knowledge associated with such subjects.

Only in case of obtaining a smaller number of credits associated with an original basic training subject, the Commission of Recognition of the Degree will establish if it is necessary to complete the destination subject for the formative complements designed to acquire the corresponding competences.

#### **4.1.2. Bachelor's Degree teachings. Rest of credits (subjects of other branches of knowledge, compulsory, optional, external internship and Undergraduate Dissertation).**

The rest of the credits can be recognised by the University considering the adaptation between the competences and the knowledge associated with the remaining subjects attended by the student or associated with a previous professional or working experience and foreseen in the plan of study or with a transversal nature.

The credits corresponding to the Undergraduate Dissertation (*Trabajo de Fin de Grado* - TFG) can't be subject to recognition, as established by article 6 of the R.D. 861/2010, of 2 July.

#### **4.1.3. Adaptation courses.**

The recognitions carried out in an adaptation course will be subject to the provisions of the corresponding Verification Report and to the current legislation on that matter.

#### **4.1.4 Recognition of credits in Master's Degree teachings.**

The credits corresponding to subjects passed in official Master's degree teachings can be subject to recognition, depending on the adaptation between the competences and knowledge associated with the original subjects and the ones provided for by the study programme of the Master's Degree studies.

The credits obtained in official teachings of four or more years' degree (*Licenciatura*), Superior Engineering or Architecture can be recognised provided that they come from subjects linked to their second year and taking into account the adaptation of competences between the original subjects and the destination subjects of the recognition.

The credits obtained in official teachings of Doctorate regulated both by the R.D. 1393/2007 and the R.D. 99/2011 and by the previous R.D. 185/1985, R. D. 778/1998 and R.D. 56/2005 can be recognised, taking into account the adaptation between the competences and knowledge associated to the subjects taken by the student and the ones that are contemplated in the Master's Degree.

The credits corresponding to the Master's Thesis (hereinafter TFM) can't be subject to recognition, as established by article 6 of the R.D. 861/2010, of 2 July.

In case of interuniversity Master's Degrees, the norms of recognition of credits of the coordinating university will be applied.

#### 4.1.5. Additional criteria

a) The credits, modules or subjects defined by the Government in the regulations regarding the official studies that authorise to exercise regulated professions will be subject to regulation.

b) As established by R.D. 861/2010, of 2 July, in point 5 section 8, in case of Bachelor's Degree studies, the University will recognise, based on its study programme, at least 6 credits, for participating in cultural, sports-related, student representation-related, humanitarian and cooperation activities, in compliance with the regulation regarding the extracurricular activities developed by the Catholic University. This type of credits will be generally attributed to the credits of elective subjects. The students that have taken official teachings previous to the R.D. 1393/2007 will request the recognition for the above mentioned activities, which they will have to demonstrate, and the credits will be recognised by the Commission of Recognition and Transfer of Credits, upon proposal of the CRT. These activities will be recognised as PASS. (See Annex I)

c) The academic credits for the professional and working activity carried out by the student can be recognised. The CRT will define the basic guidelines and the corresponding tables of recognition for the professional experience, related with the subject/s of the recognition.

d) Equally, the training credits of non-official university teachings where the competences subject to recognition were acquired can be recognised, after receiving the certification of the study programme realised.

Notwithstanding the foregoing, respecting one of the inspiring principle of the training in the UCAM such as the Values-based Education, in the light of Christian Humanism, our University included in all its Bachelor's Degree studies certain subjects grouped in the Modules of *Integral Education and Catholic Theology and its Pedagogy* (DECA). Given that these subjects are fundamental for the integral training of our students, they can't be subject to recognition for university-specific degrees except for those that are taught and certified by the UCAM, in order to fully grant the acquisition of the corresponding competences for each student.

e) In the case described in sections c) and d), the number of recognised credits will not be superior to 15% of the total amount of credits that constitute the study programme. The recognition of these credits will not include their mark because they won't be kept into account for the purpose of defining the scale of the record, in compliance with article 6 of the R.D. 1393/2007, in the version given by R.D. 861/2010.

f) The credits deriving from the university-specific degrees can be exceptionally recognised in a percentage superior to the one indicated in section e) or, where appropriate, they can be recognised in their entirety if the corresponding university-specific degrees of the UCAM has expired and has been substituted by an official degree, in compliance with article 6 of the R.D. 1393/2007, in the version given by R.D. 861/2010.

g) Moreover, as established by the abovementioned R. D. 861/2010, of 2 July, the credits obtained in other official higher teachings can be the subject to recognition. In this sense, the R.D. 1618/2011, of 14 November, regarding the recognition of studies in the field of Higher Education, regulates in detail the recognition of credits among the higher education teachings and it includes in articles 4 and 5 the minimum criteria that must be applied to these recognitions:

g.1) The recognition of studies will be carried out considering the adaptation of the competences, the knowledge and the learning achievements in the subjects that lead to obtaining degrees and modules or subjects of the corresponding Senior Technician degree.

g.2) When there is a direct relation between the alleged degrees and the teachings that one wants to take, the competent authorities will grant the recognition of a minimum number of ECTS credits which can vary based on the duration of the syllables and study programmes, in compliance with the following:

		Studies that the student wants to take (minimum amount of credits to recognise)				
		Bachelor's Degree	Bachelor's Degree in Arts	Senior Technician in Professional Training	Senior Technician in Plastic Arts and Design	Senior Technician in Sports
Studies pursued	Bachelor's Degree		36	24	24	16
	Bachelor's Degree in Arts	36		24	24	16
	Senior Technician in Professional Training	30	30			
	Senior Technician in Plastic Arts and Design	30	30			
	Senior Technician in Sports	27	27			

Similarly, in this case, it should be subject to recognition, total or partial, the practical training passed that has a similar nature and, in particular:

- The external curricular practices in higher university and artistic teachings of bachelor's degree.
- The professional module of Workplace Training of the teachings of higher-level vocational training.
- The credits assigned in the phase of practical training in businesses, studies and workshops of higher-level professional teachings in plastic arts and design.
- The credits assigned in the phase or module of Practical Training of higher-level sports teachings.

In accordance with these criteria, the Commission of Recognition and Transfer of Credits of each degree will elaborate the corresponding equivalence tables for the recognition of credits of the students who access the university through the official higher non-university studies.

h) Anyhow, only the totality of the certifiable unit requested by the student can be recognised; therefore, it is not permitted to recognise a subject partially.

i) A subject passed by compensatory evaluation can't be used for the recognition of credits.

## 4.2 Recognition of credits from a current degree (LRU - University Reform Law) to a Bachelor's Degree.

### 4.2.1. Recognition of the studies of a graduate (LRU) whose original degree belongs to the same branch of knowledge.

Starting from the year 2017/18, and in accordance with the *R.D. 195/2016, of 13 May, which modifies the R.D. 1393/2007, of 29 October, which establishes the organisation of the official university teachings*, as long as the degree that the person wants to access belongs to the same branch of knowledge, a number of credits that must be at least 15 per cent of the total number of credits of the degree, corresponding to subjects of basic formation of that branch, will be subject to recognition.

In this case, the Resolution of Recognition and Transfer of Credits will register that the credits of basic formation are recognised because a previous official degree was provided.

The rest of the credits will be recognised by subject/s.

## 4.3 Recognition (*homologación*) and validation of foreign degrees and studies of higher education.

a) It will be possible to partially or completely recognise all the foreign degrees of higher education established by the Spanish Education Ministry, or by any other competent public administration, in compliance with what is established by the legislation in force.

b) The students who want to request the recognition of the subjects studied in official foreign higher studies must adapt to the requirements established in the R.D. 967/2014, of 21 November, which establishes the requirements and the procedure for the recognition and declaration of equivalence to a qualification or to an official university academic level and for the validation of foreign studies of higher education, and the procedure to determine the correspondence to the levels of the Spanish framework of qualification for the higher education of the official degrees of Architecture, Engineering, four or more years degree (*Licenciatura*), Technical Architecture, Technical Engineering and three year degree (*Diplomatura*).

c) Regarding the professions linked with Health Sciences, the holders of a foreign university degree who want to work professionally in Spain, apart from obtaining the recognition of their degree, will have to comply with the norms established by the Royal Decrees 183/2009, of 8 February, and 459/2010, of 16 April.

d) The criteria that can be applied to the recognition of subjects deriving from foreign degrees will be the same ones applied for the recognition of official studies of Bachelor's and Master's Degrees. Therefore, when the student accesses an official university degree for studying or having studied official foreign studies, total or partial ones, it will be possible to recognise the subjects studied in foreign degrees as long as the competences acquired by the student in the original studies are similar to the ones that he/she would obtain in the studies for which the recognition of credits is requested.

e) The conversion of the marks obtained in a foreign degree of higher education will be made in compliance with the conversion table annexed to this regulation.

This table of equivalences is sorted by countries, in spite of the autonomy of the Higher Education Institutions of some of them with regards to the marking system, which can vary depending on the institution. An attempt has been made to gather this variety of situations, in spite of the extensive casuistry, and some cases might have been left out. Such casuistry must be kept into account, when applicable.



## 5. NORMS ON THE TRANSFER OF CREDITS

1. In the academic record there will be a clear typographic division between the credits that lead to obtaining the Bachelor's or Master's Degree and the other transferred credits, which have no impact on the fact of obtaining the degree.
2. The record will be delivered with the literal mark, number of ECTS and the original mark of the subject brought by the student, in no finalised degrees.
3. All the credits obtained by the student in official teachings attended in any other university, the transferred ones, the recognised ones and the passed ones for obtaining the corresponding degree, will be included in his/her academic record and reflected in the European Supplement to the Degree, as established by article 6 of the R.D. 1393/2007, in the version provided by R.D. 861/2010.

## 6. MARKINGS

1. The marks of the subjects for which the recognition and transfer of ECTS credits is requested will be the same ones obtained in the original subjects. In case there are various subjects of origin and only one subject of destination, the mark will be determined through unweighted arithmetic average.

In spite the above mentioned, in the recognitions realised in compliance with point 4.1.1 of this norm (Basic Formation), when the subject of origin of the recognition can't be identified, the mark that can be applied to the subject of destination will count as half the mark of the academic record.

With regards to the "High Distinction" mark (*Matrícula de Honor* hereinafter M.H.) linked to the subject of origin of the recognition, it will be transferred to the subject of destination if the numerical mark that results from the recognition is equal or higher than 9. The "High Distinction" mark included in the academic record of the student with this modality will not be subject to the limits established by art. 5.6 of the RD 1125/2003, of 5 September, which establishes the European system of credits and the marking system in the official university degrees with validity in the entire national territory.

2. In the recognitions that derive from the foreign official university degrees, the conversion of the marks will be carried out in compliance with the equivalence table included in Attachment II of this regulation, unless the student presents a marks conversion certificate validated by the Ministry of Education or its official bodies, in which case the latter will prevail.

3. In case of recognition and transfer of credits obtained through the official higher non-university teaching, the mark that will be applied to the subjects of the recognition will follow the following norms:

- *Higher Art Studies* The mark to be applied to the subjects to be recognised will follow the norm established in point 1.
- *Higher Level Professional Training (Formación profesional de Grado Superior* hereinafter *CFGS*). The mark applicable to the subjects to be recognised will be the average mark of the record of the student, in relation to the complete education cycle, computing the record, for this purpose, starting from the academic year 2012/13.

- *Professional teachings of higher degree of plastic arts and design.* The mark to be applied to the subjects to be recognised will follow the norm established for the CFGS.
- *Higher degree sports teaching* The mark to be applied to the subjects that must be recognised will follow the norm established for the CFGS.

4. In the event that there is no qualification in the subjects or subjects from which the recognition originates, the recognised subject will be marked with a grade of 5. This rule will be applied to the recognition of subjects deriving from the studies that compose the Higher Education.

5. In case of recognition of subjects through work or professional experience or through training from university or non-official teachings, the subject will be recorded as PASS and it will not count for the average mark of the record.

6. In case of Bachelor's Degree Adaptation Courses for three year degrees (*Diplomatura*), Technical Architecture and Technical Engineering, the mark that will be noted on the record of the student for the subjects recognised en bloc will be the average mark of the record of the degree of origin. Nevertheless, in case the marks of the original record are qualitative, the following conversion table will be used:

Qualitative mark:	10 basis	4 basis
Pass	6	1
Good	8	2
Credit	9.5	3
Distinction	10	4

7. If the average mark of the record does not appear on the academic certification presented by the student, the subjects will be recognised with a mark of 5.

## 7. GENERAL CONSIDERATIONS

1. The recognised credits will appear in the new record of the qualification of destination with the **literal mark, typology, credits** and **mark** obtained in the degree of origin, with a reference to the university in which it was taken.

2. In general, the assessable and certifiable unit will be the subject.

3. The recognition of credits will be carried out considering the subject of the study programme in force when the request for recognition is made. Nevertheless, it will be possible to request the recognition of subjects related to classes of an officially approved study programme which has not been instituted in its entirety yet, as long as the student requests it expressively.

4. The resolution of the recognition of credits will be the result of the detailed study of the documents presented in good time and appropriate manner, in compliance with the indications contained in this regulation.

5. Once solved a recognition and after including it in the record of the student, the process cannot be undone unless:

- There was a material mistake in its concession.
- Falsity or a documentary mistake are detected in the documents presented by the applying user.

6. The academic criteria by which the recognition of credits is assessed and resolved will be in force during the academic year in which the application is made, except for that established in the previous point.

## 8. PROCEDURE

1. All the credits recognitions will require the expressed request of the person involved and they will be result of the detailed study of such request and of the documents issued with it.

2. The Governing Council of the University will establish the deadlines for the presentation of requests for the recognition and transfer of credits, as well as the calendar for their resolution. Nevertheless, outside from the previously mentioned deadlines, only the requests for recognition that comply with any of the following cases can be admitted:

- Students who are about to end their studies.
- Students who recently entered the second four-month period.
- Students who need to complete the credits to access curricular practices.
- Students who need to complete their credits to access the defence of the Undergraduate Dissertation (TFG).

The requests should get a resolution within a maximum period of 40 calendar days since their presentation.

3. **Documents that must be presented.** For the request for recognition of credits to be admitted, it must be obligatorily presented with the following documents:

a) Recognition for Official University Studies.

- Academic certificate that confirms:
  - The passing of the original subjects presented for the requested recognition.
  - The branch to which the presented degree belongs.
  - In the regulated professions, the reference to the agreement and order in which the study programme and the verification requirements are established.
- The programme or the teaching guide of the subject/s on which the recognition request is based.

b) Recognition for non-University Higher Studies.

- Academic certificate that confirms:
  - Passed modules or subjects.
  - Average mark of the academic record.
- The programme or the teaching guide of the subject/s in which the recognition request is based or the publication of the teaching curriculum in the official gazette, if applicable. The CRT will be entitled to consult the curriculum of the teaching published in the the official gazette itself, in which case it will not be necessary to specifically contribute to the file of recognitions

c) Recognition for non-official university degrees (university-specific degrees).

- Academic certificate that confirms:
  - Passed modules or subjects.
  - Average mark of the academic record.
  - The non-official nature of the teaching
- The programme or the teaching guide of the subject/s in which the recognition request is based.

d) Recognition for professional or work experience.

- Professional or working experience as an employee:
  - Employment history certificate
  - Certificate that describes the functions developed, signed and sealed by the company in which the alleged experience was acquired.
- Professional or working experience as a self-employed worker:
  - Registration in force in the Special Regime for Self-Employed Workers (*Régimen Especial de Trabajadores Autónomos - RETA*)
  - Sworn statement of the functions developed, signed by the person requesting the recognitions.

4. In case the subjects of origin of the recognition have been passed in degrees given by the Catholic University Saint Anthony, it will only be necessary to present the academic resume of the student's record.

5. For the recognition of subjects from a foreign degree, the applicant must provide, together with it and in an indispensable manner, the following documentation, which must be duly translated into Spanish, by a sworn translator, and legalised:

- Academic certificate that confirms the fact of having passed the subjects of origin presented for the requested recognition:
- The programme or the teaching guide of the subject/s in which the recognition request is based.

6. Notwithstanding the above mentioned points, the Commission of Recognition of the Degree can request to the applicant to present all the documents considered appropriate for the resolution of the requested recognition (books and material used to pass the subject, technical projects carried out, material produced in the professional exercise, etc.)

7. Against the agreements that are adopted, the student will be able to formulate a new request of recognition and within 15 days from the notification of the denied recognitions to the applicant.

8. The right to file a new application for denied recognitions will be extinguished in any case with the academic year in which they were initially requested.

**SUPPLEMENTARY PROVISION 1. Mobility.**

Apart from what is established in this regulation, the students enrolled in mobility programmes or that fall within the scope of national or international conventions will be subject to their own regulations, in accordance with the study agreements signed previously by the students and their universities of origin and destination.

**SUPPLEMENTARY PROVISION 2. Recognition of B1, B2, C1 and C2 level in a foreign language.**

In case it is necessary to confirm a specific language level in accordance with the MCERL, as a requirement to obtain the corresponding Bachelor's or Master's Degree, the student cannot use the document that proves this requirement to recognise credits for other cultural, sports related, student representation-related, humanitarian and cooperation activities.

**SUPPLEMENTARY PROVISION 3. Cultural, sports-related, student representation-related, humanitarian and cooperation activities.**

Annex I includes the specific regulation for the recognition of these types of activities, in case of Degree qualifications.

## ANNEX I

### **REGULATION ON THE RECOGNITION OF CREDITS FOR CARRYING OUT CULTURAL, SPORTS-RELATED, STUDENT REPRESENTATION-RELATED, HUMANITARIAN AND COOPERATION ACTIVITIES IN DEGREE STUDIES.**

The R.D. 1393/2007, of 29 October, which establishes the organisation of the official university teachings, and the R.D. 861/2010, of 3 July, which modifies the previous one, in its chapter III article 12.8), in compliance with the regulations of the Law 6/2001, of 21 December (BOE 24/12/2001), modified by the Organic Law 4/2007, of 12 April (BOE 13/04/2007), establishes that: In compliance with article 46.2. I) of the Organic Law 6/2001, of 21 December on universities, the students can obtain the academic recognition of credits for participating in cultural, sports-related, student representation-related, humanitarian and cooperation activities.

All the activities subject to recognition must be previously authorised by the Governing Council of the University.

This regulation regulates the recognition of credits obtained for carrying out these types of activities as credits of elective subjects in Bachelor's Degree studies, in the different qualifications of the Catholic University Saint Anthony, undertaken since year 2011/2012.

The recognition of credits is subject to the following conditions:

1-. The students enrolled in the UCAM can request the academic recognition of credits for carrying out cultural, sports-related, student representation-related, humanitarian and cooperation activities while attending the university. Therefore, it is envisaged the possibility to recognise at least 6 credits of the total amount included in the study programme.

To submit the request for recognition, it will be necessary for the student to be in one of the following situations:

- Students that request the transfer of the record to another university.

The student will present the request for recognition for social-cultural activities together with the request for the transfer of the record. The resolution of the recognition, and the following attribution to optional credits of his/her study programme will be subject to the completion of the process of transfer of record.

- Student who are about to end their studies.

The student will present the request for recognition for social and cultural activities in the last year of the Degree studies, provided that the student is about to end his/her studies.

Annex I includes the table of activities and the maximum amount of credits to obtain per activity and per year.

2. In general, the recognition of the number of credits will be granted in a ratio of 1 credit per 25 hours, except that the number of credits offered in a specific activity is specified.

3. The attribution to optional credits carried out in the record of the student, as a result of the recognition of social and cultural activities, cannot be undone in any case.

## TYPES OF ACTIVITIES

### Cultural Activities

In this section, the credits for participating in specific activities, conferences, seminars, congresses and other activities organised by the UCAM will be recognised. For the recognition of such credits, the student will present the corresponding certificate certifying the passing of such activities.

### Sports-related activities

For the recognition of credits for sports-related activities, individual or team participation in championships and university, regional, national and international competitions will be considered. The interested person will have to present a justifying memoir of the activity carried out and to justify an attendance of at least 80% to such activities.

### Student Representation activities

The University will recognise credits for student representation activities to the students elected as Centre or Faculty Representatives that have participated at least 80% of the sessions of the collegiate body concerned. The Quality and Academic Organisation Administration will issue a certificate, through the corresponding Section, that certifies the appointment and the participation of the student in the adequately convened sessions.

### Humanitarian Activities

For the recognition of credits for humanitarian activities, the student has to pass such activities, organised by the John Paul II International Institute for Charity and Voluntary Work (*Instituto Internacional de Caridad y Voluntariado Juan Pablo II* IICV), which will certify the participation in such activities, that will be reflected in the corresponding academic certificate.

For the recognition of credits for Humanitarian Activities, the IICV will establish the criteria for obtaining the credits in this section.

### Cooperation Activities

The credits included in this section will be recognised for the activities carried out through:

- Internship in the Protocol Office
- Educational Cooperation Agreements
- Activities organised for labour counselling

The recognised credits will be included in the student's record as a recognition of university activities for participating in cultural, sports-related, student representation-related, humanitarian and cooperation activities, with a "pass" mark and they will not be kept into account for the weighting of the record.

## **CATALOGUE OF CULTURAL, SPORTS-RELATED, HUMANITARIAN, STUDENT REPRESENTATION-RELATED AND COOPERATION ACTIVITIES THAT CAN BE SUBJECT TO ECTS CREDIT RECOGNITION IN BACHELOR'S DEGREES.**

### **Cultural activities:** (Previously authorised)

- Summer courses organised by the UCAM.
- Proof of having achieved a B1 or higher level (B2, C1 and C2) in a foreign language. 1 credit per level (Incompatible with requirements to graduate and to obtain the official degree).
- Participation as internal student in official exam session (0.5 credits each year).
- Participation in institutional Conferences.
- Participation in activities organised by the UCAM.

### **Sports-related activities**

- Practice of sports activities during the academic year in any sports discipline being a part of a team that represents the University (up to 1 credit per year).

### **Humanitarian and cooperation activities**

- Participation in activities of voluntary work managed and recognised by the UCAM.
- Participation in cooperation activities recognised by the International Relations Service of the UCAM.
- Collaboration with the Protocol Office.
- Participation in activities organised for labour counselling recognised by the Service of Orientation and Labour Insertion (*Servicio de Orientación e Inserción Laboral* hereinafter SOIL).
- Extracurricular practices carried out by the students in student mobility programmes.

### **University activities of student representation**

- For being a representative of the University (1,5 credits per year)
- For being a Centre or Faculty representative (1 credit per year)
- For being a class representative (0,5 credits per year).



<b>Degree</b>	<b>Free-choice credits of the study programme</b>	<b>Optional credits subject to recognition by other social-cultural activities. At least in groups of (ECTS):</b>
Bachelor's Degree in Nursing (2008 plan – expiring)	1.5	4.5
Bachelor's Degree in Nursing (2014 plan)	NO	6
Bachelor's Degree in Physiotherapy (2008 plan – expiring)	6	4.5
Bachelor's Degree in Physiotherapy (2014 plan)	NO	6
Bachelor's Degree in Nutrition (2008 plan – expiring)	3	4.5
Bachelor's Degree in Nutrition (2014 plan)	NO	4.5
Bachelor's Degree in Food Science and Technology	3	4.5
Bachelor's Degree in Occupational Therapy	NO	6
Bachelor's Degree in Psychology	NO	6
Bachelor's Degree in Physical Activities and Sports Sciences (CAFD)	NO	4.5
Bachelor's Degree in Law	NO	6
Bachelor's Degree in Tourism	NO	6
Bachelor's Degree in Advertising and Public Relations (2014 Plan)	NO	6
Bachelor's Degree in Audio-visual Communication (2014 plan)	NO	6
Bachelor's Degree in Journalism (2014 plan)	NO	6
Bachelor's Degree in Podiatry	NO	6
Bachelor's Degree in Business Administration and Management (ADE) (2014 plan)	NO	6
Bachelor's Degree in Pre-primary Education	NO	6
Bachelor's Degree in Primary Education	NO	6
Bachelor's Degree in Architecture	NO	4.5
Bachelor's Degree in Constructions Engineering	NO	4.5

<b>Degree</b>	<b>Free-choice credits of the study programme</b>	<b>Optional credits that can be recognised by other social-cultural activities. At least in groups of (ECTS):</b>
Bachelor's Degree in Telecommunication Systems (2008 plan – expiring)	NO	4.5/6
Bachelor's Degree in Telecommunication Systems (2011 Plan)	NO	4.5
Bachelor's Degree in Computer Science Engineering (2008 plan – expiring)	NO	4.5
Bachelor's Degree in Computer Science Engineering (2011 plan)	NO	3
Bachelor's Degree in Civil Engineering	NO	6
Medicine	NO	3
Criminology	NO	6
Labour Relations and Human Resources	NO	6
Pharmacy	NO	6
Communication	NO	6
Gastronomy (240 ECTS)	NO	6
Gastronomy (180 ECTS)	NO	3
Dentistry	NO	6
Marketing and Communication	NO	6
Dance	No	4
Modern Languages	NO	6
Translation and Interpretation	NO	6

Students may request the recognition of these credits by grouping them to reach the minimum number of credits specified in the fourth column. Students who do not reach this minimum number of credits will not be able to apply for recognition of credits at the Central Secretariat.

In general, no recognition fees will be charged if the student has already paid for such credits in advance, but if the student has not paid previous recognition fees for the activities listed in the appendix, he will pay the recognition fee established in that academic year for the recognitions.

## ANNEX II

MARKS CONVERSION TABLE FOR THE RECOGNITION<sup>1</sup>

COUNTRY	FAIL	PASS	CREDIT	DISTINCTION <sup>2</sup>	High Distinction <sup>3</sup>
SPAIN	0-4.9	5.0-6.9	7.0-8.9	9.0-9.9	10.0
ECTS Scale	<i>FAIL - considerable further work is required (F)</i> <i>FAIL - some more work required before the credit can be awarded (FX)</i>	<i>SUFFICIENT - performance meets the minimum criteria (E)</i> <i>SATISFACTORY- fair but with significant shortcomings (D)</i>	<i>GOOD - generally sound work with a number of notable errors (C)</i>	<i>VERY GOOD – above the average standard but with some errors (B)</i>	<i>EXCELLENT- outstanding performance with only minor errors (A)</i>
GERMANY	5	4 – 3.0	2.7 – 1.7	1.3 – 1.0	1+
AUSTRIA	5	4 – 3.0	2.7 – 1.7	1.3 – 1.0	1+
BELGIUM	0 – 9.9	10 – 11.9	12 – 13.9	14 – 15.9	16 - 20
BULGARIA	<i>Slab(2)</i>	<i>Sreden(3)</i>	<i>Dobur(4)</i>	<i>Mnogo Dobur(5)</i>	<i>Otlichen (6)</i>
CYPRUS	0 – 4.5	5 – 6.5	6.5 – 8.5	8.5 – 10	
DENMARK	00	02 – 4	7	10	12
SLOVAKIA	<i>Nevyhovél (Fail)</i>	<i>Dobrý (Good))</i>	<i>Vel'mi dobrý (Very Good)</i>	<i>Výborný (Excellent)</i>	
SLOVENIA	<i>Nezadostno/Nezadovoljava (0-4,9)</i>	<i>Zadostno/Zadovoljava (5-6,9)</i>	<i>Dobro (7-7,9)</i> <i>Prav Dobro (8-8,9)</i>	<i>Prav Dobro (9-9,9)</i>	<i>Odlicno (10)</i>
ESTONIA	0 / F	<i>Kasin / 1 / E: 51% -60%</i> <i>Rahuldav/ 2 / D: 61% - 70%</i>	<i>Heal 3 / C: 71% - 80%</i>	<i>Väga heal 4 / B: 81% - 90%</i>	<i>Suurepärane/ 5 / A: 91% - 100%</i>

<sup>1</sup>In those cases in which the mark belongs to a broad range, the recognition should be made based on the numerical average that is the result of such range. Example: If the student obtains a "C" in New Zealand, which corresponds to a "pass" mark, the numerical mark that will be recognised and included in the academic report will correspond to "6", seen as the average mark of the range (5-6,9).

<sup>2</sup>The fact of obtaining this mark means that the student will be eligible for the high distinction mark (M.H.) in the UCAM.

<sup>3</sup>The fact of obtaining this mark means that the student will be eligible for the high distinction mark (M.H.) in the UCAM.

COUNTRY	FAIL	PASS	CREDIT	DISTINCTION	High Distinction
FINLAND	<i>Hylattyy</i> (0-0,9)	<i>Tyydyttävä</i> (1-1,9) <i>Erittäin Tyydyttävä</i> (2-2,5)	<i>Erittäin Tyydyttävä</i> (2,6-2,9) <i>Hyvä</i> (3-3,9)	<i>Erittäin Hyvä</i> (4-4,9)	<i>Kiitettävä</i> (5)
FRANCE	0 – 9.9	10 – 11.9	12 – 13.9	14 – 15.9	16 – 20
GREECE	0 – 4.5	5 – 6.5	6.5 – 8	8.1 – 10	
HUNGARY	<i>Elégtelen</i> (1-1,9)	<i>Elégséges</i> (2-2,9)	<i>Közepes</i> (3-3,9)	<i>Jó</i> (4-4,9)	<i>Jeles</i> (5)
IRELAND	0 – 39	40 – 59	60 – 69	70 – 75	75 – 80
ICELAND	0 – 4.99	5 – 5.99	6 – 7.24	7.25 – 9.99	10
ITALY	0-17	18-23	24-27	28-30	30 e lode
LATVIA	<i>Neapmierinosi</i> 0-3.9	<i>Gandrīz Viduveji</i> (4-4,9)	<i>Viduveji</i> (5-5,9) <i>Gandrīz Labi</i> (6-6,9)	<i>Labi</i> (7-7,9) <i>Loti Labi</i> (8-8,9)	<i>Teicami</i> (9-9,9) <i>Izcili</i> (10)
LITHUANIA	1 – 4.9	5 - 6.9	7 - 8.9	9 - 9.9	10
LUXEMBOURG	0 – 9.9	10 – 13.9	14 - 15.9	16 – 18.9	19 – 20
MALTA	F	D+ - C	C+ - B	B+ - A	A+
NORWAY	6 – 4.1	4 – 2.9	2.8 – 1.7	1.6 – 1.1	1.0
NETHERLANDS	0 – 5.5	5.6 – 6.9	7 – 7.9	8 – 9.9	10
POLAND	<i>Niedostateczny</i> (0-2)	<i>Dostateczny</i> (2,1-3)	<i>Dobry</i> (3,1-4)	<i>Bardzo Dobry</i> (4,1-5)	
PORTUGAL	0 – 9.9	10 – 13.9	14 – 16.9	17 – 18.9	19 - 20
UNITED KINGDOM	0 – 39	40 – 59	60 – 69	70 – 75	75 – 100
CHZECH REPUBLIC	<i>Nevyhovél</i> (4)	<i>Dobre</i> (3)	<i>Vel'mi Dobre</i> (2)	<i>Výborne</i> (1)	
ROMANIA	0 – 4.9	5 – 6.9	7 – 8.9	9 – 9.9	10

COUNTRY	FAIL	PASS	CREDIT	DISTINCTION	High Distinction
SWEDEN	F/U	G	G+	VG – VG+	VG++
SWITZERLAND	0-4 / 0 – 3,9	5 / 4 – 4,4	6 / 4,5 – 5,4	7-9 / 5,5 – 5,9	10 / 6
TURKEY	<i>Noksan/Pek Noksan(1-4)</i>	<i>Orta(5-6)</i>	<i>Iyi (7-8)</i>	<i>Pek iyi(9-10)</i>	
CANADA 1	F-E	D-C+	B-B+	A- - A	A+
CANADA 2	F	E-C	C+ - B+	A- - A	A+
EEUU 1	F	D- - C-	C - B	B+ - A-	A
EEUU 2	F	C- - C+	B- - B+	A- - A	A+
PUERTO RICO	0 – 46 (F)	47 – 59 (D)/ 60 – 74 (C)	75 – 87 (B)	88 – 100 (A)	
AUSTRALIA	<i>Failure(0-49)</i>	<i>Conceded, Conditional or Compensatory Pass –Pass (50-64)</i>	<i>Credit (65-74)</i>	<i>Distinction (75 – 84)</i>	<i>High Distinction (85-100)</i>
NEW ZEALAND	D and E	C	B	A	A
ARGENTINA	Insuficiente/Reprobado (0 – 3,9) (0 – 3) (0 – 5)	Aprobado (4 – 5,9) Bueno (6 – 6,9) (4 – 5) (6)	Bueno (6 – 7) (7)(7 – 8) Distinguido (7 – 8,9)	Distinguido (9 – 9,9) (8 – 9) (9)	Excelente (10)
BOLIVIA	0 – 50 (Reprobado)	51 – 63 (Suficiente) 64 – 69 (Bueno)	70 – 76 (Bueno) 77 – 89 (Distinguido)	90 – 99 (Sobresaliente)	100
BRAZIL	0 - 4,9 0 – 49 F (0 –59)	5 - 6,9 50 – 69 D (60 – 69)	7 – 7,9 C (70 – 79)	8 – 8,9 80 – 89	9 – 10 90 – 100
CHILE	Insuficiente (0 – 3,9)	Suficiente (4 – 4,9)	Bueno (5 – 5,9)	Muy bueno / Distinguido (6 – 6,9)	Muy bueno / Excelente (7)
COLOMBIA	0 – 2,9 (Reprobado)	3,0 – 3,6	3,7 – 4,3	4,4 – 4,7	4,8 – 5
COSTA RICA	0 – 6 0 – 69	7 70 – 79	8 80 – 89	9 90 – 99	

COUNTRY	FAIL	PASS	CREDIT	DISTINCTION	High Distinction
CUBA	Reprobado/Suspense (0-2)	Aprobado (2)	Notable/Aprovechado/Bien(4)	Sobresaliente/Excelente(5)	.
ECUADOR	0 – 50 0 - 5.9 0 – 23	51 – 69 6 – 7.4 24 – 28	70 – 89 7.5 – 8.9 29 – 34	90 – 99 9 – 9.9 35 – 38	100 10 39 – 40
MEXICO	Reprobado / No suficiente 0 – 59 / 0 – 5,9	Regular / Suficiente <sup>4</sup> 60 – 79 / 6,0 – 7,9	Bien 80 – 89 / 8,0 – 8,9	Muy bien 90 – 100 / 9,0 – 10	
PANAMA	0 - 60 (Fracaso)	61 - 70 (Mínima de promoción) 71 – 74 (Regular)	74 – 80 (Regular) 81 – 90 (Bueno)	91 – 99 (Sobresaliente)	100
PARAGUAY	1 (Reprobado/Insuficiente)	2 (Regular/Aprobado)	3 (Bueno)	4 (Distinguido)	5 (Sobresaliente / Excelente)
PERU	0 – 10,9 / 0 - 69	11 – 13,9 / 70 - 79	14 – 16,9 / 80 - 89	17 – 18,9 / 90 - 100	19 - 20
URUGUAY	0 – 2 (Deficiente)	3 – 4 (Regular / Aprobado)	5 – 7 (Bueno)	8 – 10 (Muy bueno)	11 – 12
VENEZUELA	0 – 9,9	10 – 13,9	14 – 16,9	17 – 18,9	19 - 20
RUSIA <sup>5</sup>	<i>Neudovletvoritel'no /</i> неудовлетворительно (2)	<i>Udovletvoritel'no /</i> Удовлетворительно(3)	<i>Khorosho /</i> Хорошо (4)	<i>Otlichno /</i> Отлично (5)	
UKRAINE <sup>6</sup>	<i>nezadovil'no /</i> Незадовільно (2)	<i>zadovil'no /</i> Задовільно (3)	<i>dobre /</i> Добре (4)	<i>vidminno /</i> Відмінно (5)	

<sup>4</sup>In some universities the "pass" mark corresponds to 7/70.

<sup>5</sup>*Zachet / Зачет*: is recognised as no mark / pass (no mark is foreseen, it is a pass/fail system)

<sup>6</sup>Apart from this scale, there's a series of subjects and seminars that are solved with a small test. In those cases, the result is expressed as a *Zarajovano (zarajovano)*, *nezarajovano (nezarajovano)*: recognised without mark / pass (no mark is foreseen, it is a pass/fail system)

COUNTRY	FAIL	PASS	CREDIT	DISTINCTION	High Distinction
CHINA	0 – 59 / 2	60 – 74 / 3	75 – 89 / 4	90 – 99 / 5	100
KOREA	0 – 59 / F	60 – 73 / D- - C-	74 – 86 / C - B	87 – 96 / B+ - A	97 – 100 / A+
INDIA	0-39	40-59	60-69	70-75	75-100
JAPAN	0-59 (F)	60-79 (D-C)	80-89 (B)	90-100 (A)	
SINGAPOR E	0 – 49 (0.0)	50 – 69 (1.0 – 2.6)	70 – 76 (2.7 – 3.2)	77 – 85 (3.3 – 4.2)	86 – 100 (4.3)
EGYPT	0 – 49	50 – 68	69 – 88	89 – 97	98 – 100
ISRAEL	0 – 49	50 – 68	69 – 88	89 – 97	98 – 100
IRAN	0,0 - 9,9	10,0 – 13,9	14,0 – 16,9	17,0 - 20	