

## Vice-rector's Office for Teaching

# Academic Regulations for University Master's Degrees. 2019/20 Academic Year



## UNIVERSITY OF LLEIDA

### ACADEMIC REGULATIONS FOR UNIVERSITY MASTER'S DEGREES

#### 2019/20 ACADEMIC YEAR

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**UNIVERSITY OF LLEIDA**  
**ACADEMIC REGULATIONS FOR UNIVERSITY MASTER'S DEGREE**  
**2019/2020 ACADEMIC YEAR**

**TITLE 1**  
**PRE-REGISTRATION**

**Article 1. Scope of application**

These regulations are applicable to official university studies leading to official university master's degrees of the University of Lleida's own centres and affiliated centres.

Inter-university master's degrees shall be governed by the regulations of the coordinating university and by the respective agreement.

**Article 2. Master's degree admission and pre-registration**

**2.1 Admission**

<b>Entry requirements for official university master's degrees in accordance with Royal Decree 1393/2007</b>	
1) Spanish official university qualification. (long degrees, engineering degrees, architecture degrees, short degrees, technical architecture and technical engineering qualifications and bachelor's degrees)	



<p>2) Homologated foreign university qualification.</p>	<p>- The Ministry is responsible for administration.</p>
<p>3) Non-homologated qualification with an educational level equivalent to a Spanish bachelor's degree, provided that the qualification issued by the foreign country enables entry to master's degree studies.</p>	<p>- The person concerned must submit a document issued by the university awarding the qualification or by the competent authority of the country attesting to the fact that this qualification enables entry to postgraduate studies in the issuing country.</p> <p>- The University of Lleida is responsible for administration. The master's degree coordinator and the master's degree Studies Committee of the centre must check these requirements before admitting students holding non-homologated qualifications.</p> <p>Access by this means will not imply, in any case, the homologation of the previous qualification held by the person concerned, nor its official recognition unless to pursue the master as, if necessary, the homologation of the access qualification to the master can be required when exercising this profession.</p>

## **2.2 Pre-registration**

### 2.2.1 Submission of applications

Pre-registration must be formalised directly at the University of Lleida via its website. Students must fill in the application for pre-registration and pay the amount as set out in the decree on public prices, in accordance with the instructions given on the application form. Students must then send a signed hardcopy version of the application form to the secretariat of the respective centre no later than 10 days after pre-registering online, attaching the documentation corresponding to their entry route. Once the secretariat of the centre has received the application with the documentation and the indicated amount has been paid, the pre-registration shall be considered effective and it shall be studied.



Under no circumstances shall the amount paid be refunded.

In the application for pre-registration, students must state whether they want to register full-time or part-time.

Under exceptional circumstances, and provided that the supply of places is greater than demand, the master's degree Studies Committee may propose to the dean or director of the centre the conditional acceptance of students who are not in possession of all the required documentation, whose documentation is incomplete or who do not meet the entry requirements although they are expected to do so by the deadline for registration formalisation.

#### 2.2.2 Deadlines

The pre-registration deadlines for university master's degrees can be found on the notice boards of the centre, of Academic Management and on the website of the University.

#### 2.2.3 Selection criteria

The master's degree Studies Committee shall establish the selection criteria that it considers appropriate for subsequent monitoring of the studies programme and shall ensure that they are complied with.

#### 2.2.4 Documents for submission to pre-register

##### **Students who have done studies that provide access to a master's degree programme at the University of Lleida**

- Application for pre-registration signed by the person concerned (printed from the website).
- If the identity document (ID or passport) has expired, the student will need to submit again a valid one to the secretariat of the centre.

The secretariat of the centre must attach all of the other documentation to the application for registration.

##### **Students who have done studies that provide access to a master's degree programme at another university**

- Original and copy or authenticated copy of DNI for Spanish students, of documentary proof of nationality and identity for students from EU Member States, or of passport for



students from other countries.

- Application for pre-registration signed by the person concerned (printed from the website).
- Authenticated copy of the official university qualification certificate enabling entry to the master's degree. If applying via entry route 3 (non-homologated qualification with an educational level equivalent to a bachelor's degree), students must bear in mind that, at the time of registering, they must submit a document issued by the university awarding the qualification or by the competent authority of the country attesting to the fact that this qualification enables entry to postgraduate studies.
- The official academic transcript in which the grades obtained are specified and, in the event of transcripts issued abroad, the numeric scale of these grades and the credit hours must be given. If students took their studies at the University of Lleida, they will not need to submit this document because the secretariat of the centre will attach the authenticated copy of the respective transcript to the application.
- Any documents specific to the master's degree, if mentioned in the master's degree information.
- New students registering using the self-registration system must submit or send by post the documents indicated in Article 3.2 of these regulations to the secretariat of the centre before self-registering.

In both cases, students who have done their studies at the University of Lleida and those who have done them at another university and wish to apply for the credit recognition must state that they wish to do so in the respective section on the application for pre-registration and, in addition to the aforementioned documentation, they must submit:

- The curriculum or table of subjects issued or published by the respective centre.
- Documentation accrediting the competencies attained, the educational content taken or the stamped programme of passed subjects.

#### 2.2.5. Requirements for documents issued abroad

Documents issued abroad must be official, original and issued by the competent authorities, and they must be legalised diplomatically. This procedure must be carried out at each of the following organisations and in the indicated order:

1. Ministry of Education of the country of origin for qualifications and study





certificates, and the respective Ministry for birth and nationality certificates.

2. Ministry of Foreign Affairs of the country issuing the documents.

3. Diplomatic or consular representation of Spain in the document-issuing country.

All documents issued by the diplomatic authorities or consular services of another country in Spain must be legalised by the Spanish Ministry of Foreign Affairs.

For the legalisation of documents issued by countries that are signatories to the Hague Convention, of 5 October, the previously established requirements are substituted by the apostille affixed to the document by the competent authority of the State that issued the document.

It is not required to legalise documentation issued by EU Member States, provided there are no doubts as to their authenticity and legitimacy, or to their official nature.

The aforementioned documents must be accompanied by an official translation into Spanish, if they are written in another language. This translation can be rendered:

- By any diplomatic or consular representation of Spain abroad.
- By the diplomatic or consular representation in Spain of the country of which the applicant is a subject or, if applicable, of the document-issuing country.
- By sworn translators duly authorised or registered in Spain.

As a general rule, it is only necessary to provide an official translation of the subject programme in cases where it cannot be assessed adequately without one.

If the original document is written in a non-Latin alphabet, it is recommended that the translation should include the name of the qualification in the original language but transcribed into the Latin alphabet, rather than a translation of that name.

Original documents may be submitted together with a photocopy, and they shall be returned to the people concerned after authentication.

If the photocopies have been compared and legalised by the diplomatic or consular



representation of Spain in the document-issuing country or before a notary, it is not necessary to submit the original at the same time.

#### 2.2.6 Resolution

Resolutions are made by the dean or director of the centre.

The coordinator or the responsible body signs the resolution in accordance with the established model. The resolution must state one of the following:

- student admitted
- student conditionally admitted\*
- student not admitted\*
- student on waiting list

(\* the reasons must be given)

The responsible body shall publish the signed resolution and post it on the notice board of the online office of University of Lleida and on the master's degree web page. The publication shall be done in accordance with the Seventh Additional Provision of Law 3/2018, of December 5, on the protection of personal data and the guarantee of digital rights. It also must indicate the reasons for denying admission or offering conditional admission, and the appeals that the persons concerned may lodge against the resolution.

If they disagree with the resolution, the persons concerned may submit an appeal to the rector of the University of Lleida.

#### 2.2.7 Place reservation

Students may apply to reserve a place for the following year on exceptional grounds, which must be justified by the established deadline for registration.

The dean or director of the centre shall resolve the applications.

Reserved places are not subtracted from the supply of places for the following academic year.

Five percent of places will be reserved for master's degree students affected by a degree of disability equal to greater than 33%.



## TITLE 2

### REGISTRATION

#### **Article 3. Registration**

##### **3.1 Submission of applications**

Every student may use the self-registration system. The formalisation of a registration, either in person or using the self-registration system, is a request. Paying for it and having it admitted by the administrative services of this University does not imply that the content of it is compliant.

The registration does not become effective if any of the data provided by the student are false or if the registration fee is not paid by the established deadline.

Students shall only receive training and teaching for the subjects they have registered to take.

For any information related to registration, students should contact the secretariat of the centre.

##### **3.2 Documentation for submission to formalise the registration**

A) All students will have already submitted some of the documentation by the pre-registration deadline, but they must additionally submit:

- Duly completed registration request form (if students register in person).
- One passport-size photograph with the applicant's name written on the back.
- Students applying for an exemption, discount or waiver of fees must submit the documentation accrediting their entitlement, as set out in the regulations governing it, by the registration deadline.
- Foreign students aged 28 and over must submit the original and a copy of health and accident insurance that is valid in Spain. This document is not necessary in the case of online master's degrees that do not require physical presence at the centre.
- Students registering as part-time must submit an application, in the ordinary



registration period, addressed to the dean or director of the centre, providing documentation to justify that they cannot fully devote their time to university education. If the reason is work-related, they must submit a certificate from the firm in which they work and a National Insurance contributions record issued by the Social Security Treasury or competent authority. Self-employed workers must submit a photocopy of taxes or the tax permit instead of the certificate from the firm. The centre must check the substantiated data and return the documentation submitted for this purpose to the person concerned.

Resolutions for these applications will be posted on the notice board of the online office of the University of Lleida (<http://seuelectronica.udl.cat/etauler.php>) and the centre's web page in accordance with the Seventh Additional Provision of Law 3/2018, of December 5, on the protection of personal data and the guarantee of digital rights.

B) In addition to the documentation indicated in the previous section, students who have done studies at other universities must submit the following documents, depending on their entry route, if they have not already submitted them at the pre-registration stage:

Route 1: Spanish official university qualification

- Authenticated copy of the official university qualification certificate enabling entry, or provisional certificate.

Route 2: Homologated foreign university qualification

- Authenticated copy of the homologation document.

Route 3: Non-homologated qualification with an educational level equivalent to a bachelor's degree

- Authenticated copy of the qualification certificate with which entry is requested.

- Document issued by the university awarding the qualification or by the competent authority of the country attesting to the fact that this qualification enables entry to master's degree studies.

- Receipt for the payments of the fee set out in the decree on public prices.

Documents issued abroad must meet the requirements set out in Article 2.2.5 of these regulations.

New students registering using the self-registration system must submit or send by post all the documentation to the secretariat of the centre before self-registering.



### **3.3 Registration deadlines**

The student registration calendar is published and posted on the notice boards of each centre, of Academic Management and on the website of the University.

### **3.4 Registration limits**

The provisions set out in Articles 9 and 10 of the Continuance Regulations of the University of Lleida shall apply.

Students who apply for a grant from the Ministry of Education must check the minimum registration credits established in the corresponding call.

Recognised credits and transferred credits do not count for the purposes of minimum and maximum limits for registration, academic achievement or continuance at the university.

If a master's degree curriculum allows students to take optional subjects by registering for subjects from other master's degrees, with the sole aim of balancing the overall calculation of optional credits, students may register for a maximum of 6 optional credits over the total number of optional credits established in their curriculum.

Credits exceeding the total number of credits needed to obtain the degree will not be covered by the grant (see the Ministry of Education's call for grants).

#### 3.4.1 Prerequisites and corequisites

Centres must publish the subject prerequisites and corequisites on the web page of each master's degree programme.

#### Prerequisite for registration:

A subject becomes a prerequisite of a second subject when, to register for the second subject, students need to have passed the first.



Prerequisite for qualification:

A subject becomes a prerequisite of a second subject when, to pass the second subject, students need to have passed the first.

Corequisite:

A subject becomes a corequisite of a second subject when, to register for the second subject, students need to have registered for or have passed the first.

### **3.5 Second specialisation**

The second specialisation has to be done before completing the master's degree and requires authorisation from the Director of Studies of the centre.

## **TITLE 3**

### **ECONOMIC REGULATIONS**

#### **Article 4. Exemptions and discounts**

##### **4.1 Free registration**

Students in one of the following situations are entitled to exemption from fees and public prices:

###### 4.1.1 Special large family

Original and photocopy of the large family document or certificate (for students registering for the first time or who have already registered but have renewed the large family document).

The exemption only applies to subjects and the transcript management fee; students must therefore pay, in full, the support fee for learning, the compulsory insurance and contracted services.



Students must provide proof, by the registration deadline, by submitting an up-to-date large family document or certificate. Students must meet this condition at the start of the academic year.

Likewise, in accordance with Article 8.3 of Royal Decree 1621/2005, of 30 December (Spain's Official State Gazette of 18 January 2006), people having the right to benefit from the document, which is being processed, are entitled to exemption by submitting the receipt of the application for issuance or renewal, accompanied by the affidavit of the category requested. Students must submit proof of the document before 31 December, otherwise the benefits granted will be cancelled and students will have to pay the respective amount. If the document issued is for a lower category than the one stated, students must pay the difference.

#### 4.1.2 Grantholder students

Students receiving a general or mobility grant convened by the Ministry are not obliged to pay for the contracted academic services.

This payment exemption is also applied to students pending the resolution on the awarding of a grant at the time of registration provided that they were grantholders in the previous year or submit proof provided by AGAUR and they meet the academic requirements as set out in the respective announcement.

If a grant is not awarded, students must pay the respective registration amount. If this payment is not made, the registration for all subjects shall automatically be cancelled.

The submission or lodging of any kind of appeal relating to the refusal to award a grant shall not stop or suspend the students' obligation to make the payment, since it is considered that they do not meet the requirements of free registration.

Discounts only apply to subjects; students must therefore pay, in full, the transcript management fee, the support fee for learning, the compulsory insurance and contracted services.

#### 4.1.3 Students with a minimum degree of disability of 33%



Students with a minimum degree of disability of 33% are entitled to exemption from all public prices as set out in decree on public prices published by the Government of Catalonia.

This condition is accredited by submitting any of the following documents:

- Certificate of recognition of degree of disability issued by the competent body.
- Disability card issued by the Catalan Ministry of Labour, Social Affairs and Families.
- Resolution of the Ministry of Economy and Finance or the Ministry of Defence, where a retirement pension on grounds of permanent disability for the service is recognised.
- Resolution of the National Institute of Social Security (INSS, as abbreviated in Spanish) where the status of benefit recipient on grounds of total permanent, full or severe disability is recognised.

Students must pay the support fee for learning, the compulsory insurance and contracted services.

#### 4.1.4 Students who are the victims of terrorist acts

People who have been victims of terrorist attacks, as well as their spouses and children, are entitled to exemption from all public prices as set out in the decree on public prices published by the Government of Catalonia.

This condition is accredited by submitting the respective administrative resolution. Students must attach the family book in the case of spouses and children.

Students must pay the support fee for learning, the compulsory insurance and contracted services.

#### 4.1.5 Students who are the victims of male violence against women within the context of a couple

For the purpose of determining the group subject to protection through the exemptions from public prices and university fees foreseen for victims of gender-based violence and their dependent children, mention must be made of the crime category “male violence





against women within the context of a couple”.

The following documents are proof of the status of victim of male violence against women within the context of a couple and their dependent children:

- a) A conviction for a crime of gender-based violence or any type of court judgment, even if it is not final, declaring that the woman has suffered any of the forms of this violence.
- b) A protection order or any other judicial decision that grants a precautionary measure in favour of the victim.
- c) A report by the Prosecution Ministry stipulating that the woman applicant is a victim of gender-based violence.
- d) A report or certificate proving that the woman applicant is being cared for as a victim of gender-based violence, issued by any of the following services:
  - Social Services.
  - Action Unit for Combating Male Violence against Women and Domestic Violence of the Directorate General for Families of the Catalan Ministry of Labour, Social Affairs and Families.
  - Specialised Intervention Services (SIE).
  - Women’s Information and Support Services (SIAD).
  - Support for Victims of Crime Office.
  - Public shelter resource.
  - An organisation subsidised by a specific public authority to care for women victims of gender-based violence.
  - A report by the Inspectorate of Work and Social Security.
- e) Any other means as provided for in Article 33 of Act 5/2008, of 24 April, on the right of women to eradicate male violence against women.

Documents proving the status of victim of male violence against women within the context of a couple have the following validity:

- a) In the case of a conviction for a crime of gender-based violence:
  - If the sentence is less than two years, the status shall be retained for two years.
  - If the sentence is between two and four years, the status shall be retained for four years.



- If the sentence is more than four years, the status shall be retained for the length of the sentence.
- b) In the case of a protection order, precautionary measure or report by the Prosecution Ministry, the status shall be retained for at least one year, or for the duration of the precautionary measures if longer.
- c) The certificate or report by victims' support services shall be valid for a calendar year from the date of issue.

For the purpose of proving the dependency relationship of the victim's children, the following documentation must be submitted:

- a) In the case of children up to the age of 21, a family book.
- b) In the case of children older than 21, a certificate stating that they are living in the family unit.

The nature of this agreement made by the Inter-University Council of Catalonia is transitional until such time as the regulations generally governing the supporting document proving the status of victim of male violence against women within the context of a couple have been approved.

Students must pay the support fee for learning, the compulsory insurance and contracted services.

## **4.2 Discounted registration**

Students in one of the following situations are entitled to discounts:

### 4.2.1 General large family

- Original and photocopy of the large family document or certificate (for students registering for the first time or who have already registered but have renewed the large family document). If the number of siblings or children does not appear in it, students must provide proof of that by means of a certificate from the respective department.

The 50% discount applies to subjects and the transcript management fee. Students must pay, in full, the support fee for learning, the compulsory insurance and contracted



services.

Students must provide proof by the registration deadline. Students must meet this condition at the start of the academic year.

Likewise, in accordance with Article 8.3 of Royal Decree 1621/2005, of 30 December (Spain's Official State Gazette of 18 January 2006), people having the right to benefit from the document, which is being processed, are entitled to discounts by submitting the receipt of the application for issuance or renewal, accompanied by the affidavit of the category requested. Students must submit proof of the document before 31 December, otherwise the benefits granted will be cancelled and students will have to pay the respective amount. If the document issued is for a lower category than the one stated, students must pay the difference.

#### 4.2.2 Distinctions

Students who obtained credits with distinctions at the University of Lleida in the immediately preceding academic year are entitled to exemption from payment of the registration fee of the same degree for a number of credits equivalent to those that they have obtained with this academic grade.

If the credits with distinctions are the last ones of the bachelor's degree or of an old curriculum degree, the exemption shall apply to the master's degree in accordance with the following equivalence: if the subject type is annual, 2 credits shall be discounted from the master's degree, and if the subject type is semestral, 1 credit shall be discounted.

#### 4.2.3 Financial assistance from firms or institutions in accordance with Agreement 200/2006 of the Governing Council of 24 November 2006, amended on 25 September 2008

A student's condition as the beneficiary of such financial assistance must be accredited at the time of formalising registration by a letter signed by the master's degree coordinator, in accordance with the provisions of Circular 3/2017 about the procedure for the management of private scholarships, agreements and grants for registration on



master's degree programmes.

## **Article 5. Registration fee payment**

### **5.1 Means of payment**

The University shall collect the registration fee by charging the account of the bank chosen by students. When registering, students must select one of the following means of payment.

#### 5.1.1 Single direct debit payment

The University shall charge the amount from the 10<sup>th</sup> day after registration.

#### 5.1.2 Direct debit payment in three instalments

The registration fee shall be charged in three instalments:

As a general rule, the instalments shall be as follows:

- a) The first instalment shall be charged from the 10<sup>th</sup> day after registration. As a guide for registrations in July, the charge shall be made between 8 and 16 August 2019, and for registrations in September, the charge shall be made between 20 and 30 September 2019.
- b) The second instalment shall be charged on 15 November 2019.
- c) The third instalment shall be charged on 28 December 2019.

To arrange direct debit payments, students must give the bank account details in the respective section of the registration request form (registration in person) or during the self-registration process. If registration applicants are not the account holders, they will need a mandate signed by the bank account holder authorising the debit.

The receipt of registration, whether done in person or using the self-registration system, shall serve for notification purposes.

Registration fees that, for whatever reason, have to be paid outside payment in instalments and after the third instalment set out in this Article, must be paid in cash at any of the banks indicated on the invoice.



Bank account details for direct debit payment can be modified by using form MT2, which must be submitted to the secretariat of the centre at least fifteen days before the second or third payment deadlines. The application must be accompanied by a new SEPA direct debit mandate signed by the account holder.

### 5.1.3 Loan by the Government of Catalonia

Information is available to students at <http://www.gencat.cat/agaur>.

## **5.2 Procedure and effects of non-payment of the registration fee**

If the University cannot collect the full or partial amount of the registration fee through the account number provided by the student or through any other method of payment, it shall reissue the order a second time for cash payment adding to the total or partial amount of the registration fees the following percentages:

- From the due date and up to three months, a 5% surcharge.
- From three months up to six months, a 10% surcharge.
- From six months, a 15% surcharge.

The University will notify students of the outstanding amount and will send them a payment document that will include the initial 5% surcharge, which will be valid for three months.

Students must pay the outstanding amount before the due date, which shall be sent as an attachment to the notification.

The notification will be issued electronically via the online office of the University of Lleida. The notification will be sent to the student's mobile phone and to the institutional e-mail address (.....@alumnes.udl.cat) that the student was given when registering for the first year.

Once the three-month period has elapsed, any student who has not made the payment must request a new payment document from the secretariat of the centre, which will include the corresponding surcharge, depending on the period that has elapsed.

As soon as the University issues a non-payment notification to a student, his/her



registration will be suspended until the corresponding amount is paid.

As a result of this suspension, the student will not be able to make any change to registration, obtain academic certificates, transfer the file, request the qualification certificate or register for the next academic year on the same degree or on any other.

### **5.3 Second- and subsequent-year students pending transcript transfer**

Students pending admission, by transcript transfer, to other studies at the University of Lleida or another university must indicate that this is the case during the self-registration process (statistics module) and shall pay the registration fee as specified below:

Within a period of 10 days after registering, they must pay in cash the amount corresponding to the transcript fee and to the compulsory insurance at any of the banks shown on the receipt of registration.

If by 30 September 2019 the student has not notified the secretariat of the centre to the contrary, it shall be understood that she/he wishes to remain registered on this master's degree, and the remainder of the registration fee shall be collected in accordance with the method chosen by the student during the self-registration process: single direct debit payment, in three instalments or AGAUR loan.

If the student obtains a transfer after 30 September 2019, she/he must pay the UdL the amount corresponding to overdue receipts in order to apply for the cancellation of registration and to carry out the transcript transfer.

## **Article 6. Amendments to registration**

### **6.1 Amendments to registration with and without charge**

Students may amend their registrations free of charge at the secretariat of the centre within 3 days of the day of registration.

After the deadlines shown in previous paragraph and in this Article 6, students must apply to the respective body for any partial amendment or addition to the registration, as described below, and must pay any extra charge for this, as set out in the decree on public prices published by the Government of Catalonia.



#### 6.1.1 Amendment to personal data and bank details

Students must fill in form M-2 and submit it to the secretariat of the centre as soon as they realise the mistake.

#### 6.1.2 Amendment to the application for registration

Students must fill in form M-3 and submit it to the secretariat of the centre.

Only the partial amount of the registration fee will be refunded when it is due to reasons attributed to the UdL or in the following cases:

- Suppression of approved subjects
- Recognition of credits
- Grant
- “With distinction” not applied
- Discounts not applied for which the student met the conditions prior to the beginning of the academic activity.

Any amounts corresponding to the support fee for learning, the compulsory insurance, contracted services and voluntary contributions shall not be refunded.

The dean or the director of the centre shall resolve these applications. He or She can also resolve requests about the exceptional situations that may arise in relation to the master’s thesis and external placements (and, in the event that they involve a refund of the amount of these credits, he or she will have to issue a report justifying the exceptional nature thereof). An appeal may be lodged against his or her decision before the rector within one month of the day following notification.

#### 6.1.3 Cancellation of registration

To cancel registration, students must submit the application for registration cancellation form M-1 to the secretariat of the corresponding centre or apply for registration cancellation through the administrative procedures provided for students in the online office of the University of Lleida ([seuelectronica.udl.cat](http://seuelectronica.udl.cat)).



The deadline to apply for the cancellation of registration is 16 December 2019.

The only circumstance giving rise to a refund of the amount paid for the credits registered in master's degree studies is serious illness of the students substantiated by an official medical certificate.

Any amounts corresponding to the support fee for learning, the transcript management fee, the compulsory insurance, contracted services and voluntary contributions shall not be refunded.

Cancellation will not be accepted if the amounts corresponding to overdue receipts have not been paid, except under the circumstance set out further above. In any event, the amount corresponding to non-teaching services must be paid.

In cases of duly substantiated exceptional situations, the application for overall cancellation of registration will be accepted provided the full registration fee has been paid.

The manager shall resolve the cancellation of registration. An appeal may be lodged against his or her decision before the rector within one month of the day following notification.

The Office of the General Manager will be able to cancel registration in those substantiated exceptional cases, in which cancellation is compensated by a new registration at the UdL; such compensation shall not be applicable to transcript management fees or learning support fees paid for in the cancelled registration.

The notification will be issued electronically via the online office of the University of Lleida. The notification will be sent to the student's mobile phone and to the institutional e-mail address (.....@alumnes.udl.cat) that the student was given when registering for the first year, or to the address on the transcript, if applicable.

#### 6.1.4 Withdrawal from subjects





Students must fill in form MT-4 and submit it to the secretariat of the centre.

Deadlines to apply for withdrawal:

- First semester subjects: 4 November 2019
- Annual subjects: 13 December 2019
- Second semester subjects: 9 March 2020

The dean or the director of the centre shall resolve the applications. An appeal may be lodged against his or her decision before the rector within one month of the day following notification.

In this case, withdrawal from subjects shall not entail a refund of the amount paid, but it shall not be counted for the purposes of a surcharge for following years.

#### 6.1.5 Addition to registration

Students must fill in form MT-5.

Payment shall be made by means of a single direct debit order.

If payment is not made for this addition, none of the registration shall become effective.

No addition will be granted if any registration invoice is pending payment.

The dean or director of the centre shall resolve the applications. An appeal may be lodged against his or her decision before the rector within one month of the day following notification.

#### **6.2 Exceptions**

The surcharge for partial additions and amendments to the registration as set out in the decree on public prices shall not apply to students who amend their registration after the deadlines indicated in this Article 6 and are in any of the following situations:

- Amendment of personal information and bank details
- Grant
- Distinctions



- Credit recognition
- Addition to registration due to recognition
- Master's degree thesis
- Placements

### **Article 7. General provision**

These economic regulations referring to registration shall be applicable unless otherwise specified in the decree on public prices of the Government of Catalonia or other legal regulations.

## **TITLE 4**

### **TRANSCRIPT**

### **Article 8. Credit transfer and recognition**

#### **8.1 Credit transfer**

Credit transfer implies that the total number of credits obtained in official studies taken previously at this or any other university that have not led to an official qualification shall be included in official academic documents accrediting the studies taken by each student. These credit transfers must appear in the European diploma supplement.

In order to transfer credits, students must close the transcript of the abandoned degree and submit the transcript transfer receipt to the secretariat of the centre where they wish to register so that the destination centre can include the credits obtained from the original degree in their transcript.

These credits do not count for the purposes of obtaining the qualification.

If students have been allowed to take simultaneous studies, the credits from the original degree shall not be transferred because the reason for the simultaneous studies application is to be able to take the two courses of study in full. If students abandon one



of the courses of study for which they are registered, they may request a credit transfer in respect of the abandoned studies so long as they make the transcript transfer.

## **8.2 Credit recognition**

In accordance with the provisions of Article 6 of Royal Decree 1393/2007, of 29 October (Spain's Official State Gazette of 30 October 2007), amended by Royal Decree 861/2010, of 2 July (Spain's Official State Gazette of 3 July 2010), ) and by Royal Decree 43/2015, 2 February (Spain's Official State Gazette of 3 February 2015) credit recognition is the acceptance by a university of credits that, having been obtained through official studies in the same or another university, are counted in other courses of study for the purposes of obtaining an official qualification.

These recognised credits must appear in students' transcripts and in the European diploma supplement with the original grades.

Credits obtained from other official higher education studies or university studies leading to the award of other qualifications (qualifications endorsed by the respective higher education institution) may also be recognised.

Accredited work and professional experience may also be recognised in the form of credits that count for the purposes of obtaining an official qualification so long as this experience is connected with the competencies inherent to the mentioned degree.

In order to accredit work and professional experience, students must submit a report from the firm where they work or worked. The master's degree Committee may request more documentation if it considers it necessary to do so before recognising the credits.

Under no circumstances may credits from bachelor's theses or master's theses be recognised.

The number of credits recognised for work or professional experience and unofficial university studies may not exceed, as a whole, 15% of the total credits of the curriculum.



The recognition of these credits does not incorporate a grade. They do not count, therefore, for the purposes of transcript grading.

#### 8.2.1 Application for credit recognition, deadlines and documents for submission

Students wishing to apply for credit recognition in master's degree studies must indicate this on the pre-registration form and submit the documentation set out in Article 2.2.4 of these regulations, in the pre-registration period or in the period indicated by the centre, if it considers it expedient.

Applications for credit recognition in master's degree studies are resolved by the dean or the director of the centre, at the proposal of the master's degree Studies Committee.

Recognised credits must be registered in the registration period established for the master's degree, and the fee as set out in the decree on public prices must be paid.

#### 8.2.2 Criteria for credit recognition in master's degree studies

1- In accordance with the fourth additional provision of Royal Decree 1393/2007, people holding a long degree, architecture degree or engineering degree qualification may obtain credit recognition in master's degree studies considering the fit between competencies and knowledge acquired in the other studies taken and those foreseen in the curriculum of the master's degree studies applied for.

2- The percentage of credits that may be recognised in a master's degree for people being admitted to it with a long degree, architecture degree or engineering degree qualification or a doctoral programme qualification must be less than 50%. In master's degrees with regulated professional credits having the same professional competencies as the respective phased-out second-cycle degrees, this limit is not applicable when the table of recognitions between the second-cycle degree and the master's degree yields a higher percentage of credits, whether the table was approved by the National Agency for Quality Assessment and Accreditation of Spain (ANECA) or the Catalan University Quality Assurance Agency (AQU) or by the Board of the centre.



Credits corresponding to the master's degree thesis must always be taken, and under no circumstances shall they be recognised.

In both cases, credit recognition must be done in accordance with the provisions of the previous section.

3- In master's degree studies, credits passed in other official university master's degrees may be recognised.

4- Credits for work and professional experience and for qualifications endorsed by the respective higher education institution may be recognised in accordance with the provisions of Article 8.2 of these regulations.

5- In master's degree studies, credits for short degrees, technical architecture and technical engineering qualifications and bachelor's degrees shall not be recognised.

6- The percentage of credits that may be recognised for students admitted to a master's degree holding short degrees, technical architecture and technical engineering qualifications and bachelor's degrees with credits passed in an incomplete second cycle must be less than 50% of the total number of credits of the master's degree, and there must be a fit between competencies and knowledge of the second-cycle studies/credits and those of the master's degree.

#### **Article 9. Simultaneous studies**

Students wishing to start another master's degree and take it at the same time as the one they are doing must apply to do so to the dean or director of the centre where they wish to start the new studies. The dean or director of the centre, as delegated by the rector, shall resolve the application.

Students must have obtained a place on the master's degree via university pre-registration.



Once the simultaneous studies have been accepted and a place has been offered via pre-registration, students must pay the simultaneous studies fee to the centre of provenance and must submit the receipt at the time of registration.

As indicated in Article 8.1 of these regulations, credits taken in the degree that students have already started shall not be transferred because the reason for the simultaneous studies is to be able to take the two courses of study in full.

### **Article 10. Grading system**

Applicable to the grading system are the provisions of Article 5 of Royal Decree 1125/2003, of 5 September (Spain's Official State Gazette of 18 September 2003), Article 6.3 of Royal Decree 861/2010, of 2 July (Spain's Official State Gazette of 3 July 2010), Annex 1 to Royal Decree 22/2015, of 23 January (Spain's Official State Gazette of 7 February 2015) and the Regulations for the Assessment and Grading of Teaching in Bachelor's and Master's Degrees at the University of Lleida approved by the Governing Council on 26 February 2014.

The results obtained by students in each subject of the curriculum shall be graded in accordance with a numeric scale from 0 to 10, expressed to one decimal place, to which the respective qualitative grade may be added:

0 – 4.9: fail

5.0 – 6.9: pass

7.0 – 8.9: good

9.0 – 10: excellent

A “with distinction” mention will be awarded to students who obtained a grade equal to or higher than 9.0. The number cannot be greater than 5% of the students registered on a subject in the respective academic year. An additional distinction may be awarded for the fraction resulting from applying 5% to the number of students registered. If this number is lower than 20, only one distinction may be awarded.

Credits obtained by the recognition of credits corresponding to educational activities not integrated in the curriculum (work or professional experience, cross-disciplinary



subjects and unofficial university studies) shall be graded as PASS and shall not count for purposes of calculating the transcript average.

Bridging courses shall be graded in the same way as degree subjects, that is to say, from fail to excellent and distinction.

### **Article 11. Transcript average**

The transcript average is determined in accordance with the provisions of Royal Decree 1125/2003, of 5 September (Spain's Official State Gazette of 18 September 2003), Royal Decree 861/2010, of 2 July (Spain's Official State Gazette of 3 July 2010), which amends Royal Decree 1393/2007, of 29 October, and Royal Decree 22/2015, of 23 January (Spain's Official State Gazette of 7 February 2015).

It is the sum of the credits passed by the student, each one being multiplied by the respective grade value and divided by the number of credits passed by the student.

$$\text{Weighted average} = \frac{\sum \text{NC}_i \times \text{G}_i}{\text{NC}}$$

NC: Total number of credits passed by the student

NC<sub>i</sub>: Number of credits passed in each subject

G<sub>i</sub>: Respective grade

#### Numeric scale of grades

Descriptor	Numeric scale
fail	0 – 4,9
pass	5 – 6,9
good	7 – 8,9
excellent	9 – 10
distinction	9 – 10 plus a “with distinction” mention

Exempt subjects due to accredited prior training (2006/07 academic year) and credits recognised for work or professional experience and for unofficial university studies do not have a grade and shall not be taken into account for weighting purposes.

Regarding applications for grants that the Ministry convenes annually, the transcript



average shall be determined in accordance with the formula set out in the respective announcements published in Spain's Official State Gazette.

For the allocation of curricular external academic placement, the transcript average shall be the sum of graded credits, each one being multiplied by the respective grade value, in accordance with previously mentioned the table of equivalences, and divided by the total number graded credits. The last grade obtained for each subject (fail, pass, good, excellent and distinction) shall be taken into account in this formula.

The same calculation shall be used to work out the transcript average in order to take part in Erasmus programmes and in Mobility programmes of the University of Lleida, but it will take into account the graded credits obtained up to 30 September of the academic year before the call.

#### **Article 12. Double master's degrees**

Students registered on double master's degrees must take the subjects included in the curricular itinerary designed for the purposes of obtaining both qualifications. They must pay for the credits corresponding to the subjects of the curricular itinerary, as well as the fees, insurance and contracted services.

Upon completion of the curricular itinerary, the grades obtained will be transferred, in accordance with the table of correlation or equivalences approved by the Governing Council, to the student transcript of each qualification.

To apply for one of the qualifications, students must have passed the double master's degree curricular itinerary in full.

In the case of a double master's degree in Law, students who justify that they have to sit the official exam for access to the legal profession may request the splitting of the studies in order to obtain the qualification in this master's degree and to sit the official exam.

Students who abandon a double master's degree and want to continue on one of the two





master's degree programmes must follow the admissions procedure established by the legislation in force: university pre-registration or a transcript transfer application..

If the transcript transfer is accepted, the subjects that the student has passed in the curricular itinerary of the double master's degree will be recognised, with the exception of the master's thesis, according to the tables of credit recognition approved by the Governing Council, and student must pay the fee as set out in the decree on public prices.

The academic regulations applied to students of double master's degrees shall be the same as those applied to other students, and the prerequisites and corequisites shall likewise be the same as those for single master's degrees.

#### **FIRST ADDITIONAL PROVISION. Voluntary contributions**

The University of Lleida offers students the opportunity to participate in its solidarity efforts by making a voluntary contribution of €3.00 to the “Dóna el teu 0,7%” (Give your 0.7%) campaign. This action of the university student community, together with what the administrative and service staff (PAS) and the teaching and research staff (PDI) are already doing, will contribute to the development and expansion of the development cooperation activities that, from the very outset, the Development and Cooperation Office has been undertaking. The amount of this contribution to the University of Lleida will not be refunded under any circumstances to those people who voluntarily select this option at the time of registration.

#### **SECOND ADDITIONAL PROVISION. Students with special needs**

To guarantee equality of opportunity in access to the curriculum for students with disabilities, the University of Lleida shall make curricular adaptations for such students by taking into account their individual needs through the *UdL x tothom* (UdL for All) programme, with the adoption of suitable specific measures, in accordance with the University of Lleida's Plan for the Inclusion of People with Functional Diversity (2014/2019).

#### **THIRD ADDITIONAL PROVISION. Insurance**



All information about insurance can be found at <http://www.udl.cat/serveis/patrimoni/asseg.html>. Alternatively, students may call +34973702103.

**FOURTH ADDITIONAL PROVISION. Phase-out or temporary suspension of a master's degree**

The contents of the first transitional provision of the Continuance Regulations shall be applied.

**FIFTH ADDITIONAL PROVISION. Documentation of the people concerned**

In accordance with the provisions of Article 28.2 of Law 39/2015, of October 1, on common administrative procedures of Public Administrations, it is presumed that consulting or obtaining students' documents is authorized by the students in question, unless they expressly oppose such actions or the applicable special law requires express consent.

**FINAL PROVISION.**

Any situation not provided for in these regulations shall be resolved by the Academic Planning Committee of the University of Lleida.