



ACADEMIC REGULATIONS FOR BACHELOR'S AND MASTER'S DEGREES

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Academic year 2022-23

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I. STRUCTURE OF THE EDUCATIONAL SYSTEM AND CURRICULA

ARTICLE 1. SCOPE AND STRUCTURE OF OFFICIAL UNIVERSITY DEGREE COURSES

These regulations apply to official university studies leading to URV bachelor's and master's degrees.

Inter-university master's degrees are governed by the regulations of the coordinating university and applicable agreements.

Cycle structure

University degree courses leading to official degrees valid throughout the country are structured in three cycles:

Bachelor's: Degrees that aim to provide students with general education in one or more disciplines and training geared towards preparing them for professional activities.

University master's: Degrees that aim to provide students with advanced specialized and/or multidisciplinary training geared towards academic or professional specialization, and to promote induction in the conduct of research.



Doctorate: Degrees that aim to provide students with advanced training in the conduct of research. They may include courses, seminars or other activities oriented towards research training as well as preparation and presentation of a doctoral thesis consisting of an original research project.

Credits

The European Credit Transfer System (ECTS) credit is the unit of measurement for the academic load of each subject. It represents the amount of work a student must do to meet the objectives of a programme of study and is obtained by passing each of the topics that make up the curriculum. This unit of measurement includes theoretical and practical instruction as well as other guided academic activities, and the hours of study and work a student must spend to meet the learning objectives for each of the topics in the curriculum. Each credit represents 25 hours of student work, except for clinical internships for which each credit represents 30 hours.

Course load

Bachelor's degree curricula generally have 240 credits. When the course load is determined by the URV's internal guidelines, a greater number of credits can be assigned to a degree programme (for example, Medicine has 360 ECTS credits, and Architecture 330). In compliance with Royal Decree 822/2021 of 29 September, all curricula of 180 credits are to be terminated and must initiate a process of being phased out.

University master's degree curricula have between 60 and 120 credits.

Recommended academic and curricular pathways for bachelor's degree studies

This is the distribution of subjects in a curriculum and is meant to help the student to complete their studies in a certain number of academic years. There may be more than one recommended academic pathway depending on whether the student is studying full-time or part-time.

Undergraduate specialisations

Undergraduate degrees can have specialised pathways or a cluster of core subjects.

Master's degree specialities

University master's degrees may include specialisations that belong to their scientific, humanistic, technological or professional fields.

Mode of teaching,

Royal Decree 822/2021, of 29 September, stipulates that courses can be taught in the classroom as face-to-face sessions, as hybrid (or blended) sessions or as online (virtual) sessions. All curricula must specify the teaching mode chosen because it affects the progression of the degree.

Minor

The Universitat Rovira i Virgili can organise minors as a study option that complements the core subjects of the various degree programmes. Minors consist of optional credits that students are free to decide to do or not. These credits can



be part of undergraduate programmes or they can be additional to the total number of course credits.

As from the academic year 2021-22, the URV will be teaching a minor on social entrepreneurship related to the sustainable development goals and consisting of a set of optional subjects of a general nature. One of the subjects can be recognised as belonging to the student's curriculum. Therefore, faculties and schools must indicate which subjects can be regarded as equivalent in terms of content and length.

Official student curriculum

Students should plan their study programme in accordance with the structure of the curriculum for the degree course they are enrolled in.

Students should consult the university's website (<https://www.urv.cat/evia/jsp/alumne/identificacioALU.jsp>) to check their academic status throughout the academic year, especially after the publication of each official assessment. , l'

It is of the utmost importance that all students verify their academic status before enrolling in their last year of studies to avoid discrepancies in their academic record that may lead to problems when issuing their degree.

Prerequisites

Each school may establish its own list of prerequisites among the subjects in its curricula. This list must be made public.

Students should bear in mind that some curricula establish prerequisites consisting of subjects offered in different academic years or terms. A prerequisite means one or more subject must be passed in order to take another. Students can enrol in both the prerequisite subject and the subject that requires the prerequisite in the same enrolment period. They should bear in mind, however, that they may not be able to sit both exams.

For external work placement and bachelor's and master's final project subjects, prerequisites affect enrolment, as a minimum number of credits must have been passed to enrol in them. Some schools have established the same requirement for other subjects, which means that students must have passed one or more subjects to enrol in another.

In order to enrol in the final project subject, students must have passed at least 108 credits for 180-credit bachelor's degree programmes, 168 credits for 240-credit bachelor's degree programmes, 258 for 330-credit bachelor's degree programmes, and 288 for 360-credit bachelor's degree programmes. For double degrees, the number of credits can be different. Students must comply with the specific guidelines established for each degree course. Faculties and schools may set more restrictive criteria for the minimum number of credits required and establish prerequisites that must be passed before enrolment in final project subjects.

Faculties and schools may set criteria for the minimum number of credits needed to enrol in the master's final project subject for 120-credit and 90-credit programmes. Degree programmes with their own guidelines must comply with what is already stipulated.



Termination of curricula

At the same time as a new bachelor's or master's degree is implemented, the degree that is being renewed is terminated.

Those students who are studying the degree that is in the process of termination as from the academic year 2021-22 will be able to complete their studies and they will have an additional two years to pass the subjects that are being terminated.

In this regard, specific termination schedules will be drawn up for each curriculum which will determine the timing for the implementation of the new bachelor's or master's degree and the termination of the bachelor's or master's degree that is to be phased out.

During the first academic year of the termination process, students can register on a subject and have the right to tutorials but the following academic year they will only have the right to sit the exam.

For those subjects that are shared with the new bachelor's or master's degree, faculties and schools can provide alternative teaching during the period in which students have the right to tutorials.

During the two academic years in which the degree is phased out, students can register for and pass external internships, bachelor's and master's degree theses and other subjects that faculties and schools understand to be eminently practical since this sort of subject is not phased out in either academic or economic terms.

If students do not pass a subject that is being terminated during the periods established (tutorial or examination phase), they will not be able to graduate on that curriculum. Instead they will have to request that their studies be adapted to the new curriculum being implemented.

The economic implications of registering for a subject that is the process of being phased out are the following:

- For those subjects with tutorials or alternative teaching, students must pay the full price of the credit.
- For those subjects in which they only have the right to sit the exam, students must pay 20% of the cost of the credit.
- For external internships, bachelor's and master's degree theses and eminently practical subjects, students must pay the full price of the credit.

ARTICLE 2. CURRICULAR CONTENT

Current university bachelor's and master's degree curricula can be found on the URV's website as well as their structure, subject content for each academic year and the number of credits.

Royal Decree 822/2021 of 29 September stipulates that branches of knowledge must be replaced with knowledge areas. The 5th temporary provision stipulates a maximum of four years for degree courses to be assigned to the knowledge areas described in Annex I. The degrees taught at the Universitat Rovira i Virgili must adapt to the new legislation in the coming years. Nevertheless, in this interim period all degree courses will continue to belong to the branches of knowledge specified in the previous regulations.



Branch of knowledge

Bachelor's and master's degree studies are assigned to one of the following branches of knowledge:

1. Arts and humanities
2. Sciences
3. Health sciences
4. Social and legal sciences
5. Engineering and architecture

Types of academic structures for bachelor's degrees

The URV has different types of academic structures. Some allow students to obtain more than one degree, usually by adding an additional period of study.

The options are as follows:

Simultaneous courses

Students who have been admitted to a degree course and are currently studying can pre-enrol for the following academic year or later for a degree course in the same or another school by following the procedure established by the URV Admissions Office. Once admitted, students must enrol and complete both courses of study at the same time.

It is important that students consider the process and requirements established in the corresponding administrative procedure.

Students can request the recognition of credits for subjects with similar or identical content. For recognized credits, students must pay the price stipulated in the decree on public fees (recognition fee + 20% of the amount of the recognized credits).

If the school or schools in question deem it necessary in view of the number of applicants, they may establish an academic pathway that fosters simultaneous study in the two curricula, review the credit recognition table and take this into account when designing schedules to facilitate student attendance.

Students must enrol for each degree course at the corresponding school. They will have two academic records.

Students must pass the subjects in each respective curriculum to obtain both degrees.

Bachelor's degree foundation programme

When preparing bachelor's degree verification reports, faculties and schools can set up bachelor's degree foundation programmes (FP) for their degree courses. Degree foundation programmes will have a minimum of 32.5% of credits in general education and compulsory subjects and a maximum of 62.5% of credits in the general education, compulsory and optional subjects specific to the student's chosen bachelor's programme. For those foundation programmes that include a bachelor's degree of 240 credits and another of 180 credits, the minimum percentage of credits that they must share is understood to be with respect to the degree of 180 credits. External work placement and final project subjects are not included in these calculations.



Students that are admitted and studying on a degree foundation programme may request a place in one of the other degree courses involved in the same degree foundation programme the following year or later. The place can be secured using the internal process established by the school, or through pre-enrolment with the Admissions Office.

It is important that students consider the process and requirements established in the corresponding administrative procedure.

A table showing equivalent subjects that are eligible for credit recognition is available to students on request. For recognized credits, students must pay the fees stated in the decree on public fees (recognition fee + 0% of the amount of the recognized credits).

If the school or schools in question deem it necessary in view of the number of applicants, they may establish an academic pathway that fosters study in the two curricula and take this into account when designing schedules to facilitate student attendance.

Students must enrol for each degree course at the corresponding school. They will have two academic records.

Students must pass the subjects in each respective curriculum to obtain both their degrees.

Simultaneous double-degree programmes with specific pathways. At the request of one or more faculties/schools, the URV can organise a joint pathway for two degrees so that students can follow both courses at once from the beginning. Students can elect to pursue a double degree during the pre-enrolment process with the Admissions Office. The Admissions Office will designate the student as pursuing a double degree as indicated by the student. Cut-off marks are different from those for separate degree courses.

Students who are designated as pursuing a double degree and who have already earned one of the two degrees will not be able to enrol for the double degree pathway.

The school or schools will establish an academic pathway for the student to allow him or her to follow the two curricula, and take this into account when designing schedules to facilitate attending classes.

If one coinciding subject is passed, the other equivalent subject is also automatically passed with the same grade. The applicable fee will be determined according to the Generalitat de Catalunya's decree on public fees and that established by the Board of Trustees.

Students must pass the subjects in each respective curriculum to obtain their degrees. The issue of one of the two degrees may not be requested until the double degree pathway has been completed. Students must satisfactorily complete their bachelor's degree thesis in both degree programmes.

Combined studies

Combined studies are two bachelor's degree programmes from the same faculty/school that make up a degree foundation programme and are offered jointly as part of the pre-enrolment offer. Students can choose a complementary study programme during the pre-enrolment process with the Admissions Office.



Students must decide which of the two bachelor's degrees to pursue after completing the first year of study.

The applicable fees will be determined according to the decree on public fees of the Generalitat de Catalunya.

The student will receive one degree.

Complementary degrees

Complementary degrees are two degrees from the same faculty/school that have the first and second year in common but a different number of credits. Students can choose a complementary study programme during the pre-enrolment process with the Admissions Office. Students must decide which of the two bachelor's degrees to pursue after completing the first year of study.

The applicable fees will be determined according to the decree on public fees of the Generalitat de Catalunya.

The student will receive one degree.

Dual specialisation in official university degrees

The University has set up a dual education model with the required methodology, teaching system, student admission, assessment of general and specific competencies, academic grades, system of relations with companies and institutions and all other specific regulations.

Royal Decree 822/2021, of 29 September, regulate the dual specialisation in official university degrees. Article 24 of the decree stipulates the requirements the degrees must comply with if they are to obtain the dual specialisation and also the process of verification and modification for those degrees that want to apply for it (articles 26, 32 and 33).

Those faculties/schools that wish to teach dual-degree courses must make all necessary adaptations and ensure that they undergo the procedure required by the units responsible.

Topics and subjects

A topic is a set of skills and competencies to be acquired, content and educational activities. A subject is the basic unit in which degree courses are organized. Topics are structured into one or more subjects. Students enrol in subjects.

Curricular content is classified as:

2.1. General education topics (only in bachelor's degree courses)

Article 14 of Royal Decree 822/2021, of 29 September, regulates the content of the bachelor's degree curricula: it stipulates the number of general education credits and the need for the degree to belong to a knowledge area. As the curricula are adapted to the new format envisaged by the new regulations, the content of the general education credits will have to be revised. While this adaptation is taking place, the current regulations governing curricula remain in force.

Curricula must include a minimum number of general education credits which make up at least 25% of the total number credits for the degree.

Curricula with 180 credits: 45 general education credits



Curricula with 240 credits: 60 general education credits

Curricula with 330 credits: 82.5 general education credits

Curricula with 360 credits: 90 general education credits

At least 60% of general education credits must be related to the subjects associated with the degree's designated branch of knowledge.

Curricula with 180 credits: 27 credits

Curricula with 240 credits: 36 credits

Curricula with 330 credits: 49.5 credits

Curricula with 360 credits: 54 credits

These topics must be taught in subjects with a minimum of 6 credits.

Provided that the degree programme that the student wishes to access belongs to the same branch of knowledge, at least 15% of the general education topic credits from the student's chosen degree course in that branch will be recognized.

Curricula with 180 credits: 27 credits

Curricula with 240 credits: 36 credits

Curricula with 330 credits: 49.5 credits

Curricula with 360 credits: 54 credits

2.2. Compulsory topics

These are topics that must be taken and passed in order to obtain a degree. They are also considered passed if credit recognition is awarded. The curriculum must stipulate the academic year and period the topics are offered.

In some cases, the curricula may include optional compulsory courses. Students must take one or more of the courses in the block.

2.3. Optional topics

These are topics that the University has designated as elective.

Optional topics are considered to be part of the cycle, so they can be taken in any academic year.

Curricula stipulate the number of optional credits that must be passed to obtain a degree. To earn these credits, students must choose subjects from the URV's annual catalogue that add up to the stipulated number of credits. They are also considered passed if credit recognition is awarded.

Curricula can include optional subjects designed to improve competencies in social engagement, sustainable development goals and the URV's general competencies.

2.4. External work placement

All bachelor's degree curricula must include an external work placement subject, which is either compulsory (preferably) or optional.

Master's degree curricula may also include an external work placement subject.

The URV has established a new regulatory framework for all faculties/schools and management bodies in relation to the completion of external work placements. Each school should draw up and approve its own regulations within the structure



of the framework. They should be approved by the competent committee delegated by the Governing Council for this purpose.

2.5. Bachelor's and master's final projects

All curricula must conclude with the preparation and defence of a bachelor's or master's final project. This is compulsory and must be included in all curricula.

The bachelor's or master's final project is prepared under the guidance of a supervisor, who is responsible for guiding students in developing and attaining their objectives. The supervisor must grant written approval of the project before it can be presented and defended.

Students must defend their final projects publicly and in person. However, in exceptional cases, following a formal and duly justified request signed by the student and the supervisor, schools may approve the remote defence of the final project provided that the technical, administrative and financial conditions that make it feasible are met. Final projects may also be defended remotely in distance learning master's degree programmes. If the final project contains components that must be kept confidential, the defence meeting will adapt to that circumstance.

Intellectual and industrial property and deposit of final projects:

Intellectual and industrial property rights of the bachelor's and master's final projects will be regulated in accordance with the terms and conditions set out in current legislation. In all cases, any use of final projects must state the author or authors, the nature of the project and the association with the URV.

Bachelor's and master's final projects must be deposited in the URV's institutional repository. Those with a grade of 8 or higher will be viewable and made available for instruction, research and individual study.

In the event of exceptional circumstances established by a school, such as the involvement of companies, confidentiality agreements with companies, the possibility that a patent may result from the content of final project, etc., the faculty/school must adopt appropriate measures to ensure these aspects are not made public.

The URV must establish formal requirements for bachelor's and master's final projects archived in its repository.

In accordance with that established in the teaching regulations, each school should draw up guidelines specifically regulating bachelor's and master's final project subjects.

2.6 Bridging courses

Given the wide range of degrees completed by students, master's and doctoral programmes may require them to do some bridging courses beforehand so that they are all at the same academic level.

For master's degree programmes, the bridging courses must preferably be subjects that are taught annually from the degree courses that lead "naturally" on to the master's degree.



For doctoral programmes, the bridging courses must be subjects that are taught annually on master's degrees that are linked to research credits.

2.7. Recognition for bachelor's studies: (Recognised University Activities, Interdisciplinary Seminars and Citizenship)

Students can obtain credit recognition for their participation in university cultural, sports, student representation, solidarity and cooperation activities for up to 6 credits.

Recognition is granted in according to the following guidelines:

Once the 6 credits have been recognized, additional credits will not appear in the student's academic record.

The activities must be completed while studying for the degree course they are applied to.

For the purpose of recognizing these activities, a credit is deemed to be equal to 25 hours of the activity with a passing grade.

In general, activities will appear as optional subjects called Recognized University Activities, which account for 6 Credits credits in the curricula. They may also appear as two subjects (I and II) with fewer credits that add up to 6. The subject has been passed when the number of credits corresponding to the activities is equal to or greater than the number of credits assigned to the subject.

The Recognized University Activities subject then appears as recognized in the student's academic record, certificates or European Diploma Supplement. It is not included in the calculation of the student's grade-point average.

The university must establish and maintain a range of ongoing recognized activities.

The tables below indicate the maximum number of credits that can be recognized each year for these activities.

	Activity	Credits per year
Cultural activities	URV Theatre Group	1
	URV Choir	3
	URV Choral Society	1
	URV Orchestra	3
	Open Opera	1



	URV Debate Club	1
	URV Film Group	1
	Welcome group and language volunteering at the URV	1
	URV Summer University courses	1/activity (Only courses passed before July 2014 are valid.)
	URV Summer University courses with the Vives University Network that meet URV criteria	2 (maximum during degree)
	URV Equality Observatory	1/activity
	Internationalization	1/activity
	Activities involving legislative bodies (Congress, Senate, Parliament, etc.)	2 (maximum during degree)
	Promoting Youth Health and Safety	2
	Pataquers Human Tower Group	1
	Scientific communication activities. Com Ciència	1/activity
	Aurora Network activities authorised by the URV	3 (maximum per year)
	Short activities on mobility programmes	3 (maximum per year)



Sports activities	Activity	Credits per year
	International Championships	1
	State Championships	1
	Autonomous Community Championships	1
	Programmes to promote sports (courses, leagues and activities organized by Esports URV)	1/activity
	High-level athletes	1

Student representation	Activity	Credits per year
	Governing Council, delegate commissions and University Senate or Board of Trustees	2
	Governing bodies (other than Governing Council, delegate commissions and Board of Trustees)	1
	Joint presidents of OFES	3
	Year delegates and vice-delegates	1
	Activities external to the URV and URV-organised representation activities	1
	OFES education fairs	3



	Participation in the European Students' Union (ESU)	2
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Solidarity and cooperation activities	Activity	Credits per year
	URV Volunteers	Fins a 3 crèdits per activitat en funció de la seva durada (<i>que pot ser puntual, semestral o de curs acadèmic</i>)
	The programme "Take part in an international cooperation project"	Up to 3 credits per activity depending on its length (which may be sporadic, termly or the whole academic year)
	Projects organised by the URV Solidarity Commission	Up to 3 credits per activity depending on its length (which may be sporadic, termly or the whole academic year)
	Awareness-raising projects	Up to 2 credits per activity depending on type
	Educational and training activities on issues of cooperation, volunteering and social justice	1/activity
	Social Mentoring programmes	Up to 3 credits per activity



		depending on its length (which may be sporadic, termly or the whole academic year)
	Harassment prevention agents	1

Bachelor's degree students can participate in activities organized by the URV's Language Service that involve learning foreign languages including English, French, German, Italian and Portuguese with a certificate indicating the level attained. These activities are eligible for credit recognition. The table below shows the maximum number of credits that can be recognized per year.

	Level	Credits
Foreign language learning	Level B1 and above in English, French, German, Italian or Portuguese	3/activity

URV schools can recognize additional activities related to their academic programmes. With approval from the school board, schools can organize and manage activities eligible for credit recognition for students taking their courses. This must be done via the optional interdisciplinary seminar subject or the compulsory citizenship subjects (if the school has agreed to the course may be passed by means of credit recognition).

For recognized university activities, recognition of 1 credit requires a minimum of 20 hours of attendance and 5 hours of independent work. If the school considers that activity should have another distribution of hours, a proposal stating the grounds must be presented to the competent vice-rectorate in the topic.

Student hours must be tracked for online activities. Students must submit a completed assignment to receive a grade.

For the citizenship and interdisciplinary seminar subjects, recognition of 1 credit requires a minimum of 10 hours of face-to-face instruction and a maximum of 15 hours of independent work. If this number of hours outside class time is proposed, the hours of independent work have to be justified. In other words, the requirements of the work in terms of minimum length, obligatory use of bibliographic resources and any other requirements that guarantee its academic quality should be included. If the 15 hours of independent work are done during the activity, scheduling, characteristics and assessment must also be specified.



The URV Student Council may present plans for activities eligible for credit recognition that are open to the entire URV community with approval from the vice-rectorate responsible for student affairs. These plans must be processed by a URV school or unit.

Cross-disciplinary activities organized by entities affiliated with the URV or other institutions may also be recognized providing a prior agreement is in place with the competent vice-rectorate expressly conferring the status of activity with recognition of credits.

The competent Governing Council delegate must approve activities not included in the tables above applicable to all URV bachelor's degree students as well as the credits for each one.

The list of recognized activities will be published prior to the start of the academic year.

Students must enrol for activities with the unit offering it in accordance with the conditions established by that unit.

Activity assessments must include an attendance percentage and a report. The organizer assesses the activity as satisfactory or unsatisfactory. The unit responsible for managing the activity must send the list of registered students and their grades to the corresponding secretary's office.

For student representation to be recognised, attendance at all sessions of the academic year must be documented (with appropriate justification of any absence) and a report on the activity must be submitted. Whatever the case may be, attendance must be at least 80%. The secretary of the unit's governing body must certify attendance and assess the report as satisfactory or unsatisfactory. In the case of student delegates and harassment prevention agents, the dean's office, the administration of each school and the Equality Observatory must assess the activities prior to recognizing credits.

For recognized credits to be added the student's academic record, the fees stipulated in the Generalitat de Catalunya's decree on public fees must first be paid.

2.8. GENERAL COMPETENCIES: CONCEPT

The URV strives to offer all its students the means to obtain a comprehensive education that broadens their understanding and develops their skills in all areas of human knowledge and provides an in-depth understanding of their chosen area of specialization in order to prepare them to apply that knowledge in a professional context and for their own personal development through lifelong learning.

All curricula must provide a suitable balance of in-depth specialization and breadth of knowledge. As such, a curriculum's general education and compulsory topics must provide sufficient degree of specialization, in other words, it must offer the competencies and skills required for professional practice in a given field. Optional topics should allow students to explore specific aspects of interest to them in greater depth, and specifically to broaden their general knowledge and skills in areas other than that of their chosen degree programme.



All URV students must also acquire specific knowledge and skills to ensure that any URV degree offers a guarantee of quality education. These are the URV's general competencies.

2.9 GENERAL COMPETENCIES: ORGANIZATION

The URV's general competencies for bachelor's and master's degree programmes are as follows:

Bachelor's degree:

CT1. Use information in a foreign language effectively.

CT2. Manage information and knowledge through the efficient use of IT.

CT3. Solve problems critically, creatively and innovatively in their field.

CT4. Work independently and as part of a team with responsibility and initiative.

CT5. Communicate information clearly and precisely to a variety of audiences.

CT6. Identify learning processes, academic goals, and professional careers.

CT7. Apply ethical principles and social responsibility as a citizen and a professional.

Master's degree:

CT1. Become sufficiently independent to work on research projects and scientific or technological collaborations within their thematic area.

CT2. Form opinions on the basis of the efficient management and use of information.

CT3. Solve complex problems critically, creatively and innovatively in multidisciplinary contexts.

CT4. Work in multidisciplinary teams and in complex contexts.

CT5. Communicate complex ideas effectively to all sorts of audiences.

CT6. Develop abilities to manage their professional career.

CT7. Apply ethical principles and social responsibility as a citizen and a professional.

The strategy that allows students to work towards and acquire these general competencies is to include them in the different topics and subjects of the URV curricula.

The URV's aim is to individually assess the level of each of these competencies. This assessment will appear on the student's academic record and on the European Supplement to the Degree. The grade for the competence CT1 is based on the assessment of the level tests done at the beginning and the end of the bachelor's degree. Competence CT2 is determined to have been passed by an external system and competencies CT3, CT4, CT5, CT6 and CT7 are assessed as part of the subjects that teach these competencies and on the basis of how they are defined by the faculties/schools that are taking part in this pilot scheme.

The competencies CT3, CT4, CT5, CT6 and CT7 are assessed on the following scale:

- Basic



- Medium
- High
- Very high

Knowing foreign languages is essential to attain high levels of graduate employability, to ensure quality labour market insertion and to facilitate access to scientific literature and occupational training. The university will make every effort with the resources available to implement policies and actions that will contribute to continuously increasing students' and graduates' knowledge of foreign languages.

When they begin their bachelor's degree studies, students will be required to take a foreign language placement test in their first academic year. At the end of their studies they must take a new level test to assess their progress.

Students who have a certificate for a level of B1 or higher in the languages assessed in the university entrance exam (English, German, French and Italian) may submit their certificate to the secretary's office of their school to be entered in their academic record and included in the European degree supplement or equivalent.

II. SUBJECT EXAMS AND ASSESSMENT

ARTICLE 3. EXAM CALLS

Students enrolled at the URV adhere to the European Credit Transfer System (ECTS) and are entitled to two exam calls or assessment rounds.

However, in some cases, students may have access to only one exam call:

Eminently practical subjects This information must be expressly included in the course guide for each subject.

Subjects taken during a mobility period (OUT students).

Subjects for the Bachelor's Degree in Anthropology and Human Evolution.

Subjects for the Master's Degree in Computer Engineering and Mathematics.

Subjects for the Master's Degree in Computational Fluid Mechanics

Students who fail to submit the required documentation, master's degree students with conditional enrolment and students who have not paid the enrolment fee by the date on which it is due will be considered temporarily suspended. These students will appear on the exam record and are graded by the teaching staff, but their grades will not have academic validity until their accounts have been settled.

If missing documentation is submitted or outstanding amounts paid within the established deadline, the grades in their exam record will be academically valid.

The first call grade corresponds to the continuous assessment that teaching staff performs throughout the teaching period of the subject in accordance with the course guide.

As provided in Article 5 of these regulations and in the norms of each school, this first assessment may result in the issue of the official exam record or not. For



university master's degree programmes, the grades for both calls are included in a single exam record.

Students who have not passed the subject may participate in the second call. The school will set the exam schedule, which must be made public.

Exam calls generally take place as shown in the table below. For bachelor's degree programmes, some schools have authorized certain changes to this approach. Students must therefore check the calendar for each specific faculty or school.

EXAM CALLS / EXAM RECORDS
First semester subjects
first call continuous evaluation: December (DEC) or January (JAN) for some degrees, as determined by each school. (*)
2nd exam session.: January (JAN) or February (FEB).
For bachelor's and master's degree theses: January (Jan) and June (June)
For the subject External Internships for bachelor's and master's degrees <i>January (Jan) and if the faculty/school agrees to a second session, June (J).</i>
Second semester and full-year subjects
first call continuous evaluation: May (MAY) or June (JUN) for some degrees, as determined by each school. (*)
2nd exam session.: June (JUN).
For bachelor's and master's degree theses: June (JUN) and September (SEP). For the subject External Internships for bachelor's and master's degrees <i>June (JUN) and if the faculty/school agrees to a second session, September (SEP)</i> <i>Students can request that the June (JUN) examination be brought forward to January (JAN), and the faculty/school can decide to bring the September (SEP) call forward to June (JUN).</i>

(*) Grades need to be published far enough in advance so that students have enough time to prepare for the second exam call if necessary.

ARTICLE 4. ASSESSMENT ACTIVITIES

Assessment activities must be conducted within the teaching period and completed in accordance with the schedule set in the teaching norms.



Teachers must specify the type of assessment activities planned and make a schedule for these activities prior to the end of September for first semester and full-year subjects and before the end of January for second term subjects. Students must always have access to full information on subject assessments with sufficient advance notice.

For face-to-face assessments, students must present their URV student identity card, Spanish national identity card, residence card or passport. The instructor may ask for identification at any time during the assessment and check that the identity document matches the person presenting it.

Students engaged in distance assessment via a virtual platform must show a valid identity document (URV student card, national identity card, residence card or passport). The lecturers supervising the assessment must tell students that they have been appropriately identified and can do the test. They should also notify them in plenty of time how they are expected to identify themselves and how they should communicate in the event of technical problems.

Students have the right to be assessed and graded for every subject in which they have enrolled according to the exam schedule established by the respective school, unless disallowed due to the stipulation of prerequisites or incompatibilities in the corresponding curriculum.

In general, students who have passed a subject in the first call and who would like to improve their grade within the same academic year must apply to the dean's office of their school. The dean's office will assess the student's request and authorize or reject it. Submitting such a request entails renouncing the right to sit the second exam for that subject. The second call will be held on the date indicated in the exam schedule for the subject. The new grade replaces the first call grade regardless of whether the new grade is higher or not. Since students can take part in two exam calls, schools may organize the calls in different ways.

When necessary, departments should ensure that assessment activities and exams are invigilated by teaching staff related to the subject.

The teaching staff can establish whatever measures they deem appropriate for the assessment process in the course guide. These measures may include restrictions on the use or possession of communication and data transmission devices during exams. Students must comply with these measures.

Students have the right to receive documentation proving they have taken the exam at the end of the assessment.

Students have the right to request that the results of any exam, project or assessment activity be in accordance with the established assessment system.

If, due to circumstances beyond his or her control, a student cannot attend an assessment activity, the student can ask the school to arrange an alternative means of assessment prior to the scheduled date. If the request is granted, the head of bachelor's degree programme or the coordinator of the master's and the teaching staff for the subject will agree on the best method to ensure the student is assessed. If this involves repeating the same assessment



activity, the new date may not be more than one month after the initially scheduled test date. Circumstances beyond the student's control are understood to be related to student illness or accident. This must be verified by means of an official medical certificate, emergency report or similar document stating the expected period of convalescence. Such circumstances also include students who represent the URV in official competitions (debates, national or international sporting competitions, etc.), as well as students who are recognized as high-level athletes attending national or international competitions.

When an evaluation activity is incompatible with a sporting activity for students who are also elite athletes, faculties and schools can, if possible, take alternative measures for evaluation.

Alternative measures can also be taken for students on the recommendation of the Service for Psychological Care.

Schools, however, may also accept other circumstances of similar gravity.

As an exception, when the reason for not appearing is not foreseeable prior to the assessment, a request may be submitted up to seven days after the scheduled assessment. The request must be justified in writing and accompanied by supporting documentation. The school will review the case, take a decision on the request and specify how the assessment is to be redone, or reject and provide grounds for the rejection. If the request is approved, the department in question must be informed of the decision.

If an assessment cannot be completed as scheduled due to circumstances of force majeure, the member of teaching staff responsible for the subject and the head of the bachelor's degree programme or master's degree coordinator must take appropriate measures.

Assessment activities completed by students are entered into an administrative exam file and, as such, are URV property.

The teaching staff must keep written assessment materials including exams, records, recordings and notes of oral tests, projects and reports until the end of the following academic year. Once this period has ended, projects and reports may be returned to students at their request, except if they are pending appeal, in which case they must be kept until a decision is made. Students who do not request their assessment materials in the following period from June to September renounce their right to have their materials returned.

Lecturers in charge of the subject are obliged to keep all assessment material handed in by students in electronic or audiovisual format. Likewise, for all synchronous tests done on an online platform, the sessions must be recorded and kept until the end of the following academic year.

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Departments must ensure that assessment activity documentation is stored until at least the next academic year.

For the final assessments of practical skills, the score for each skill, the skills evaluated, and the member of teaching staff responsible for administering the assessment must be recorded in writing for each student. This material must be kept for at least the next academic year.

For oral tests, each school must establish the mechanisms required to ensure the students' right to an objective assessment and to appeal in the event of a dispute regarding the assessment.

As a general rule, departments must appoint a panel composed of two members from the same department, one of whom must be the instructor of the subject, for oral examinations that represent 40% or more of the grade for a subject. This instructor must keep at least a one-page record for each student assessment, that must include the questions asked, a brief assessment of each of the answers, and the student's information. The panel of two teachers can be replaced by a system to record oral examinations so that the recordings can be made available to a review panel if necessary.

For those subjects that are taught wholly or partially in a place of work, the company tutor must draw up a report to assess the student's learning outcomes in terms of the competencies and assessment criteria defined in the course guide. When these subjects or work experience programmes last for longer than 9 credits, two reports can be produced, one half way through and the other at the end.

ARTICLE 5. GRADES

For bachelor's degree studies, each school can choose to formalize grades in a single exam record corresponding to the second exam call or enter them in two exam records corresponding to the first and second calls.

For university master's degree studies, schools must include the grades for both exam calls in a single record.

Grades must be posted, at the latest

1. For degree courses with the grades for the two exam calls entered in two separate exam records:

For the first exam call, the deadline is the same as the deadline for publishing the final grades.

For the second exam call, the deadline is seven days after the last exam, but must never surpass the scheduled date for the completion of exam records: 22 February for first semester subjects and 6 July for second semester subjects.

2. For degree courses with grades for both exam calls in a single exam record:

For the first exam call, grades will be posted on an online learning platform or equivalent system until, at the latest, the day scheduled by the school for the posting of final grades.



For the second exam call, the deadline is seven days after the last exam, but must never surpass the scheduled date for the completion of exam records:

Students can check their official grades for each subject by consulting their academic record, available on the intranet of the URV website.

The final grade for each subject must coincide with the student's grades for the assessment activities, of which the students must be informed in accordance with the criteria established in the course guide.

The results of the examinations that evaluate knowledge and competences, and the corresponding examination records must be published in the grade book of the virtual classroom and, should there not be one, in a non-editable format. The document must be published in the virtual classroom in the space assigned to the subject that can only be accessed by those students enrolled in it and it must contain the following personal details:

- Full name of the student
- If two students have the same name, the numbers in 4th, 5th, 6th and 7th positions of the identity document (DNI, NIE, passport, etc.) must also be added and the numbers in other positions replaced with an asterisk (*). Under no circumstances must the full identity number be published.

In accordance with the provisions of Article 14 of these regulations, the results of all subject continuous assessment activities must be made known to students, as they are a key part of their learning process. The final grade for subjects in the first and second exam calls will be made available to students in writing on the online learning platform. A similar system can be used if needed, in which case the school must make this information public.

If the weight of the assessment activities that a student has taken part in does not meet that required to pass the subject, the student will be marked as absent.

ARTICLE 6. REVIEW OF FINAL GRADES

Students who do not agree with their final grade in the first, second and/or additional call are entitled to a review, as set out in these regulations.

If students have a complaint about technical incidents during a test on an online platform, they should contact the vice-rector responsible. The vice-rector must request all relevant technical reports and resolve the incident. If necessary, the vice-rector can appoint a committee with three technical members from the areas of computing, educational resources, academic management, or any other expert in the field, to assess and resolve the complaint. The deadlines are the same as those for complaints about grades.

1.1. Standard review

Before:	The member of teaching staff responsible for the subject.
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When:	<p>On the date and at the time and place identified by the member of teaching staff when final grades for the subject were posted.</p> <p>The review can be conducted from the day following the publication of grades and always within six working days of their publication.</p>
How:	<p>Depending on the subject in question, the review will be conducted between:</p> <p>Regular subject: the main teacher of the subject and the student.</p> <p>External Internships and double-degree subjects: the course tutor and the student.</p> <p>Bachelor's or master's degree final project:</p> <p>If the project has not been defended, the review will take place between the project tutor and the student.</p> <p>If the project has been defended, the review will be held between the secretary of the assessment board and the student.</p> <p>If requested by the student, assessment documents or activities must be presented at the review.</p>
Resolution:	<p>The member of teaching staff will enter the grade resulting from the review in the corresponding official record.</p>

1.2. If the student does not agree with the result of the review, he/she may appeal against the final grade awarded.

Complaint to the department

Before:	Department management
When:	A maximum of six working days after the regular review.



<p>How:</p>	<p>Depending on the subject in question, the request must be submitted in writing to the following people:</p> <p>Regular subject: the director of the department to which the member of teaching staff responsible for the subject is associated.</p> <p>External Internships and double-degree subjects: the director of the department to which the tutoring lecturer for the external placement is affiliated.</p> <p>Bachelor's or master's degree final project: the director of the department to which the project tutor or the secretary of the assessment board is affiliated, as applicable.</p>
<p>Where:</p>	<p>The written request must be submitted to the General Registry or the auxiliary registry office addressed to the department to which the corresponding member of teaching staff is attached.</p>
<p>Internal procedure:</p>	<p>Within a maximum of six working days after the date the complaint is lodged, the director of the department must appoint and convene a committee (consisting of three members, at least two of which must be tenured lecturers and none of whom may have participated in the contested grading).</p> <p>The committee will request the contested assessment materials and a report in writing detailing the assessment and review conducted by the member of teaching staff responsible for the subject.</p> <p>The committee may also request an interview with the student.</p> <p>Within a maximum of 12 working days after the complaint is submitted to the registry, the committee must issue a detailed report stating whether it is upholding the grade or amending it.</p> <p>If the grade is amended, a report including the new grade signed by all members of the board must also be issued.</p> <p>Within this same period, the committee must send this report (and an additional report if applicable) to the head of the department.</p>



Resolution:	The head of the department must notify the student, the member of teaching staff, the faculty/school and the secretary's office of the resolution by attaching the additional report if applicable. The secretariat of the faculty/school can then make the necessary change.
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1.3. The student may file an appeal to the rector of the URV contesting the committee's decision.

This appeal, however, may only be brought against the formal aspects of the review procedure and in no case will entail a new technical review of the assessment activities that are the object of the request for review.

Appeal before the rector

Before:	Rector of the URV
When:	One month from the day following notification of the committee's decision.
How:	The student must submit a statement outlining the allegations.
Where:	The General/Auxiliary Registry of the URV.
Internal procedure:	<p>In keeping with the principle of technical discretion of assessment committees, the rector's office will not serve as a second assessment committee when it comes to overseeing the grades obtained by students. It is understood that the assessment committee, as an authority in the subject being assessed, exercises technical discretion that may not be subsequently reviewed at second instance.</p> <p>The rector's office will carefully review strict compliance with established procedure in all phases of grade review.</p>
Resolution:	<p>The suitability of the review and complaint procedure will be reviewed and resolved accordingly.</p> <p>The student, director of the department and faculty/school must be notified of the decision.</p>



This procedure for reviewing the final grade of the subject does not apply to the activities of formative and continuous assessment that can be carried out in the classroom or as part of a tutorial.

ARTICLE 7. DEMONSTRABLE MISCONDUCT IN ASSESSMENT PROCESSES

Demonstrable misconduct during an assessment activity, whether via material, virtual or electronic media, may lead to the student failing the assessment, depending on the magnitude of the offence.

In addition, the school may propose instituting disciplinary proceedings depending on the gravity of the misconduct. These will be initiated by means of a resolution issued by the rector.

ARTICLE 8. GRADING SYSTEM

8.1. Applicable legislation

The grading system for university qualifications that is applied to each subject is regulated by Royal Decree 1125/2003, of 5 September, which establishes the European credits system and the grading system for official university degrees and their validity throughout the national territory:

GRADE	EQUIVALENCE (1)	EQUIVALENCE (3)
Less than 5 (fail)	0	0
5 (compensated pass)	5 ⁽²⁾	1
5.0-6.9 (pass)	6	1
7.0-8.9 = Good)	8	2
9.0-10 (distinction)	9.5	3
9.0-10 (distinction with honours)	10	4

(1) Equivalence that must be used in the event that the student's transcript does not show all of the numerical grades on a scale of 0 to 10.

(2) Only in cases where the school has approved this type of assessment.

(3) Equivalence to be used to calculate grades using the 4-point system.

A subject is considered passed with a grade of 5 or higher.



For dual degrees involving different faculties/schools, the grade of compensated pass will be applied as agreed by the schools involved.

Calculating the grade point average

8.2. Overall grade (0-4)

The grade point average for each student is calculated using the following formula:
The sum of credits passed by the student, each multiplied by the value of the corresponding grades from the above table of equivalences and divided by the number of credits passed by the student.

For this purpose:

For recognized subjects, the equivalence in points corresponding to the grade obtained in courses previously completed is taken into account.

For validated subjects from foreign university studies, the equivalence in points corresponding to the grade obtained at the foreign institution is taken into account.

For adapted subjects, the grade obtained at the faculty/school of origin will be calculated.

Credits that do not have a numerical grade will not be counted when calculating the grade point average.

8.3. Academic record grade point average (0-10)

The grade point average for each student is calculated by means of the following formula:

The sum of credits passed by the student, each multiplied by the value of the corresponding grades, divided by the total number of credits passed by the student.

For this purpose:

Every subject has a quantitative grade based on the numerical scale from 0 to 10, with one decimal place.

For recognized subjects, the equivalence in points corresponding to the grade obtained in courses previously completed is taken into account.

For validated subjects from foreign university studies, the equivalence in points corresponding to the grade obtained at the foreign institution is taken into account.

For adapted subjects, the grade obtained at the school of origin will be calculated.

Credits that do not have a numerical grade will not be counted when calculating the grade point average.

ARTICLE 9. SPECIAL AWARDS UPON DEGREE COMPLETION

1. Each academic year, the URV bestows special awards upon degree completion for selected graduates according to the following procedure:

2. Graduates who have completed their studies with the highest grade point average (0-10) in the year preceding the year in which the award is granted may



receive these awards, provided that they have obtained at least the grade of merit (8).

In bachelor's degree studies, one award may be given for every 80 graduates per degree course or fraction of 80.

up to 80 graduates: one award

from 81 to 160 graduates: one additional award

and the same criterion thereafter

One award may be given for each university master's degree programme.

Students enrolled in discontinued degree programmes must be added to the number of students from the new equivalent bachelor's programme when the time comes to grant awards once all courses have been completed.

3. The dean's office or school management office must receive the list of students who have completed their studies for every degree course, ordered by grade point average (0-10), prior to 1 November.

These lists include information on whether they have submitted a degree request as they must have graduated to receive the award. If any candidates have not paid the degree issuance fees, the secretary's office must be notified of this circumstance so that the graduate can be contacted to settle the debt within a maximum of one month. Otherwise they cannot be approved for an award.

4. The dean's office or school management office must communicate its proposal for special awards for graduates with the highest grade point average to the vice-rector's office prior to 10 December.

5. Proposals are submitted to the committee delegated by the Governing Council responsible for this issue and approved by the Governing Council. In the event of a draw, the committee delegated by the Governing Council will recommend granting awards to all of the candidates who received the same score.

6. An award certificate is issued to all winning graduates.

III. EXAM RECORD MANAGEMENT

ARTICLE 10. GENERAL CONSIDERATIONS

The value and importance of exam records as credible documents ultimately establishing the validity of academic degrees require schools to take special care in preparing them and the URV in safeguarding them – and for them to be the focus of special attention.

For the purpose of avoiding problems which, in some cases, could result in the annulment of degrees and certain administrative and criminal liabilities, the aspects below are regulated.

ARTICLE 11. PROCESS FOR GENERATING EXAM RECORDS

1. The exam records for different degree courses are generated on the first day of the testing period for each call with the information contained in the computer system at the time they are generated, which is as follows: academic year, sheet number, school, degree course, subject name and code, Spanish national ID number, resident ID number or passport number, student name and reference



number, statistics, internal certificate and name of the course instructor, in accordance with the information included in the academic management plan.

The calendar is:

December: 12 December

January: 9 January

May: 15 May

June: 9 June

September: 4 September

2. Records are generated by record group. Students who have participated in an institutional mobility programme must have a single record that includes all of the subjects they have taken through this programme.
3. If a member of the teaching staff discovers someone attending a class which he or she is not enrolled in, he or she must inform the student in question and notify the secretary's office in order to remedy the situation as soon as possible.
4. Individuals not officially enrolled as students cannot be assessed.
5. Errors and exceptional circumstances can only be resolved by the secretary's office or the Academic Management Service.

The secretary's office or Academic Management Service must enter all incidents in the system before generating exam records.

ARTICLE 12. GRADES IN EXAM RECORDS

1. The member of teaching staff responsible for each subject may begin to enter the grades corresponding to the subjects and groups taught that year or semester electronically from the day the assessment period begins, in accordance with the applicable information provided in the academic planning document.
2. Each member of teaching staff will have a password accrediting him or her as the person responsible for that particular record, which may not be transferred for security reasons.
3. Student grades for each exam call must be determined quantitatively, using whole numbers to one decimal place (including fails). The qualitative grade will be added to this grade automatically.
4. The numerical scale is as follows:
 - 0 to 4.9: fail
 - 5.0 to 6.9: pass
 - 7.0 to 8.9: merit
 - 9.0 to 10: distinction
 - 9.0 to 10: possible distinction with honours
5. The number of distinctions with honours cannot exceed 5% of the students enrolled in a subject or in an enrolment/record group in the corresponding academic year unless fewer than 20 students are enrolled; in this case, only one may be granted.



In general, for bachelor's and master's degree theses, distinctions with honours must preferentially be awarded in the first regular call.

For subjects from different degree courses that share instruction, if the member of teaching staff in charge feels that the distribution of distinctions with honours is unsuitable for the number of students per course, the instructor may submit a request to the relevant vice-rector.

URV students on mobility programmes will appear in a different group/record and will be able to obtain distinctions with honours by subject as appropriate. The mobility coordinator must have received all marks from the host universities before assigning this grade, when applicable.

In addition, students can receive grades of:

- 5.0: compensated pass (once a fail is amended by overall assessment)
- prerequisite
- absent

6. When grading students in subjects with prerequisites that have not been passed, the instructor may choose to:

- award them the grade of absent. When they pass the required subject, assign them the grade obtained in the call in which the subject is passed.
- assign them the grade obtained. When they pass the required subject, this grade will automatically be recovered in the call in which the subject is passed.

Regardless of the option chosen, if the student does not pass the subject that has a prerequisite, the prerequisite grade will be listed in the record.

7. Teaching staff may not grade students who are first degree blood relatives. In these cases, the department must take the necessary steps to ensure the student is graded by someone other than a relative.

8. In cases of overall or continuous assessment, the provisions of articles 13 and 14 are also applicable.

ARTICLE 13. OVERALL ASSESSMENT GRADING

1. Faculty and school boards can approve an alternative system of overall assessment that must be ratified by the corresponding delegate commission of the Governing Council.

2. The board of those faculties and schools that approve the alternative assessment system must set up a delegate assessment commission to carry out the overall assessment, grade the students and issue the corresponding record.

3. Likewise, they must regulate the alternative overall assessment system within the confines of this regulation:

- At the discretion of the faculty/school, individual students can be awarded a maximum of two compensated passes.

Students who request overall assessment must have a grade point average of at least 5.5.



Overall assessment can only be used to assess general and compulsory subjects. Under no circumstances can optional credits be compensated.

The bachelor's degree thesis cannot be subject to overall assessment. Faculties and schools can also restrict the use of this system with subjects deemed to be unsuitable.

For the degree to be awarded, the only subjects that have yet to be passed must be the ones that are to be compensated. At the discretion of the faculty/school, the bachelor's degree thesis can be an exception to this requirement.

Students must have failed the subject with a grade equal to or below 3.5 (out of 10) in one of the calls.

Students must have registered on the subject during the academic year in which they request the global assessment and have used up the two assessments available to them.

The Faculty/School can specify that students must have registered for the subject a minimum number of times.

Subjects passed by compensation cannot be validated or recognised.

ARTICLE 14. CONTINUOUS ASSESSMENT GRADING

1. Continuous assessment is defined as the systematic collection of information over the course of the academic year, aimed at making decisions related to improving the teaching and learning process and establishing grades reflecting students' academic progress. This system is followed by all of the University's degree courses.

2. Accordingly, the final grade must take into account the grades obtained in different assessment records throughout the school year evaluating the scheduled activities (concepts acquired from classroom instruction, hands-on training and labs, submission of work, participation and so on).

3. Should a student not pass the continuous assessment, the second call, if applicable, can involve an assessment that determines the final grade for the subject taking into account the student's previous results, in keeping with the concept of continuous assessment.

4. The assessment criteria and grading method for each subject must be clearly stated in the subject's course guide in both the first and second calls. The guide is intended as a reference document for resolving any incidents that may arise in this area.

5. The person responsible for the course coordinates the teaching staff for each academic year in order to make assessment possible. Using the information provided by the subject coordinator (teaching team) in relation to exam records with an impact on final grades for the subject, the member of teaching staff responsible for the degree course must ensure the proper distribution of assessment activities in order to avoid, insofar as possible, excess work for students at certain times of the academic year. The distribution of assessment activities must also favour the regular implementation of teaching activities in the set of all subjects.



To facilitate this distribution, the school may also limit the number of assessment activities based on the credits for the subjects, promote the design of non-face-to-face assessment activities in keeping with learning outcomes for the subject and adopt all other measures it deems appropriate as long as they are compatible with continuous assessment and the objectives of the degree programme.

6. The results of all continuous assessment records for subjects must be shared with the students as they represent an effective element of their learning process. The use of the online learning platform is encouraged among the teaching staff. The formative nature of assessment entails the student's awareness of assessment criteria; the mere publication of grades is insufficient in this regard.

7. Students must be notified of their final grades for the subject in both the first and second calls, preferably by means of the online platform. Alternatively, an equivalent system, which the school must make public, may be used if necessary.

The review procedure for final grades is set out in these regulations in article 6 on final grade review.

ARTICLE 15. DEADLINES

1. The deadline for completing grade input and finalizing reports ends ten working days following the exam or assessment for each of the subjects in the first call except in the continuous assessment system, which ends on the last day of the assessment period. In the second call the deadline is seven working days after the final exam or assessment. Adhering to these deadlines is an essential responsibility of the teaching staff given the negative repercussions for students and the enrolment office if they are not met.

The deadlines must be observed even if a student has initiated a grade review process. If the review leads to a change in one of the grades in the transcript, the instructor can change it at a later date.

2. Each school together with the departments which assign instructors to the degree courses they are responsible for must devise a system that ensures strict compliance with the established deadlines.

It is therefore advisable for schools to refrain from using the last days of the assessment calendar, or to do so by scheduling elective subjects and subjects with fewer students.

The schedule must also explain how the progressive compliance of deadlines will be monitored, the action that will be taken in the case of non-compliance, and the possible decisions. The unit responsible for each action must be identified in the plan.

The plan must be submitted to the vice-rector of teaching by 31 October at the latest. If applicable, the improvement actions considered must be introduced after an overall assessment of the effectiveness of the system in the previous academic year.

3. Once the exam records for each call have been finalized, the school secretary's office must submit a report on the process to the vice-rector for teaching.

4. In the case of university teaching staff, once all the documentation pertaining to each call has been finalized, the vice-rector for teaching must submit it to the chair of the committee delegated by the Governing Council so that it can be



considered in allocating teaching posts. Any additional considerations deemed relevant should be included in this documentation.

For contract or temporary teaching staff, the same documentation must be submitted to the vice-rector for teaching and research staff so that it can be taken into account when renewing contracts and appointments, if necessary.

ARTICLE 16. FINALIZATION OF RECORDS

1. Once the member of teaching staff responsible for the subject has fully completed the exam records and entered the grades, he or she must finalize them. An automatic process will periodically generate the signed records for each subject with an institutional certificate. The member of teaching staff responsible for the subject can consult it through the electronic signature book where it will be stored. The teacher need not take any further action.

Trainee research staff and external collaborators without contractual ties to the URV may not be group leaders.

2. The records corresponding to subjects included in institutional mobility programmes must be signed by the corresponding mobility coordinator, who will need to transcribe the grade obtained by the student in accordance with URV equivalences.

With support from the International Centre, schools should request reception of grades from the universities URV students are studying at prior to 30 June whenever possible to avoid inconveniencing URV students. Once all grades are received the records should be finalized as soon as possible.

3. If, for an unforeseen reason, the member of teaching staff responsible for the subject has not finished grading by the deadline for the finalization of exam records, the procedure established by the school and department will be followed. In no case, however, may the deadlines set out in the above article be missed.

ARTICLE 17. AMENDMENT OF GRADES

1. Members of teaching staff can, on their own initiative, amend grades that have already been finalized by following the procedure below, provided the new grade is not lower than the grade initially given:

Within a maximum of ten calendar days following the general assessment period for each call, teachers may submit requests for amendments directly, without prior authorization.

Within a maximum of six months following the call in question, teachers' requests for modifications must be authorized by the school secretary's office.

If more than six months but less than one year has passed when a case requiring a modification is detected, the teacher must submit the request to the dean or director of the school and the director of the department. They will assess the exceptional circumstances that may have arisen prior to authorizing the change, when appropriate.

When the change affects records that have been finalized over a year prior, the teacher must submit the request to the relevant vice-rector as an exception with the approval of the dean or director of the school and the director of the department, accompanied by a detailed report justifying the request.



In all cases, once the new grade has been entered and recorded, the record must be finalized. The modified record for the subject will periodically be generated as part of an automatic process, signed with an institutional certificate.

2. It is not possible to follow this procedure if the modification is detrimental to the student. If it is imperative that it be changed, however, the record review procedure should be opened through administrative channels.

If a grade needs to be changed to correct a material, factual or arithmetical error, the member of teaching staff responsible must request the correction by sending a report explaining the error to the corresponding vice-rector, who will issue a resolution.

3. If it is decided that a student should fail as a result of misconduct in assessment activities, the teacher must attach the decision and update the academic grade when requesting the change.

4. School secretaries will periodically receive a report with the grade modifications that have been made. They will need to review the information and propose measures to reduce modifications to the deans of the school and the department directors if necessary.

ARTICLE 18. RECORD ARCHIVE

1. Records that are automatically signed with the institutional certificate are saved and stored in the electronic signature book, ensuring their integrity and authenticity. This makes the digital document valid for all purposes.

2. The school secretary and the chief secretary are the individuals directly responsible for handling records.

3. Exam records are the only officially valid documents certifying grades. Other documents such as lists, reports, Moodle, grade summaries and so on are only notifications for students. In case of discrepancy, only what is stated in the exam record can be considered valid.

IV: OFFICIAL BACHELOR'S AND MASTER'S DEGREE PROGRAMMING AND QUALITY

ARTICLE 19. PROGRAMMING OF OFFICIAL UNIVERSITY BACHELOR'S AND MASTER'S DEGREES

1. Proposals for new official bachelor's and master's degree programmes must be made by faculties and schools, and must be processed with the degree-programming schedule and process in mind. They must be designed in accordance with the regulations in force and the guidelines published by the Agency for the Quality of the University System of Catalonia (AQU Catalunya).

2. All proposals must comply with the following general criteria:

- a) They must respond to a social and professional need that makes them viable.
- b) The University must have recognised academic and scientific expertise in the field of the qualification.
- c) They must fit in with the University's map of degrees and give continuity to the students' educational pathways.

3. In the cases below, they must also comply with other specific criteria:

1. Reverified degrees:
2. Interuniversity degrees



3. Degrees taught by affiliated centres

3.1. Reverified degrees:

In this case, the new proposal must explain the reasons for the reverification.

3.2. Interuniversity degrees

When the URV coordinates the course, it must also be the university that teaches most credits. When the URV is a participant in the programme, it cannot teach more credits than the coordinating university. This calculation does not include the bachelor's or master's degree thesis, or the external internships (EI), unless all these credits are taught by one of the universities.

If the proposal involves an expense (for example, mobility of lecturers, organisation of conferences, etc.), it must be borne by the ordinary funds assigned to the proposing faculty/school or by the funds stipulated by the agreement or the budget of the consortium connected to the degree.

If an interuniversity degree requires mobility by students, it must be as little as possible so that they can follow the programme. This criterion is not applicable to subsidised interuniversity Erasmus Mundus and international degrees.

3.2.1 Interuniversity degrees of the Catalan university system

When the URV is not the degree coordinator, participation cannot be less than 25% of the degree credits, in the case of bachelor's degrees, and 10% in the case of master's degrees.

3.2.2. Non-subsidised interuniversity degrees of the Spanish university system and international degrees

The coordinating university will be responsible for all enrolment procedures, distributing the income per credit among the participating universities or setting some form of compensation

If the enrolment procedures cannot be centralised, the number of places offered by each university must be directly proportional to the percentage of participation and the universities agree not to enrol more students than the places they have available to them. If the URV teaches the whole of a speciality, those students who wish to do the course must do their enrolment at the URV.

3.2.3. Subsidised international and Erasmus Mundus interuniversit degrees

For these courses, the financial distribution must envisage a percentage for coordination and a percentage for participation, discounting the expenses of the programme and the student subsidies.

3.3. Degrees taught by affiliated centres

The Regulations governing the academic collaboration between the URV and affiliated centres determine the circumstances under which an affiliated centre can propose new official degree courses.



4. The proposal must be presented with the corresponding programming instruments and the documents below

1. The approval of the board of the faculty/school where the degree will be taught.
2. The approval of the council of the departments who plan to have teaching responsibilities.
3. The teaching schedule of the whole degree.
4. The map of competences.
5. For interuniversity degrees, the collaboration agreement. When there is no signed agreement, a draft copy must be provided that has been or is being internally reviewed.
6. For Erasmus Mundus degrees, the authorisation of the URV for the coordinating university to submit the proposal to the EU

5. With all this information, a technical assessment will be made. This involves ensuring compliance with the general and specific criteria, and analysing the following aspects:

1. The teaching capacity of the departments involved.
2. The economic situation, drawn up by the General Manager's Office.
3. A description of the suitability and the capacity of the rooms by the Service of Material Resources.
4. The conditions of the collaboration agreement, in the case of an interuniversity degree.

For Erasmus Mundus degrees, the technical assessment of the collaboration agreement will depend on whether the degree is awarded the status of Erasmus Mundus.

6. If the proposal is to be subject to the process of internal approval, the technical assessment must be favourable. Exceptionally, if some of the aspects of the technical report are pending, the vice-rector responsible for the area of academic programming can authorise the start of the approval process by providing a reasoned explanation.

The proposal must be approved by the Governing Council, which is also responsible for approving any amendments. All proposals for amendments that affect the aspects that may influence the continuity of the degree, described above, require authorisation from the vice-rector if the approval procedure is to be initiated. In all cases, they must comply with the regulations in force and the criteria set by AQU Catalunya.

ARTICLE 20. DISCONTINUATION OF OFFICIAL MASTER'S DEGREES

The URV can decide to discontinue an official master's degree so as not to offer master's degrees with little demand and enrolment in compliance with the programming criteria of the Catalan university system.

Discontinuation can be temporary (suspension) or definitive (termination), in compliance with the following general criteria.

Suspension: For the academic year 2021-22, the master's degrees that do not have 15 students pre-enrolled or 7 places reserved are suspended. This



suspension means that the degree does not continue with the pre-enrolment process or the enrolment procedure for that academic year.

Termination: If a master's degree has been active for more than one edition, termination must be applied for in the following situations:

- When it has been suspended on two consecutive occasions.
- When the mean number of students enrolled in the last three editions is less than ten. If there have only been two editions, the mean of the two will be applied.

If a degree is terminated, it will not be included in the offer for the following academic year and no new students can be admitted. Whatever the case may be, termination shall guarantee the rights of the students already enrolled in compliance with the termination process described in the regulation.

These general criteria will not be applicable in the case of interuniversity master's degrees that are not coordinated by the URV.

Discontinuation can also be proposed by the faculty/school for other justified reasons. Notification must be given to the vice-rector responsible for academic programming.

ARTICLE 21. TEACHING QUALITY ASSURANCE

In accordance with the information expressed by the AQU in the latest version of the Framework for the validation, monitoring, modification and accreditation of recognized university degrees, the URV establishes the processes for quality assessment that take place throughout the life cycle of the official bachelor's and master's degree programmes. It also establishes a calendar for implementing these processes and harmonizes them with other schools and the AQU where appropriate.

ARTICLE 22. INTERNAL QUALITY ASSURANCE SYSTEM FOR URV FACULTIES AND SCHOOLS

The programming of official bachelor's and master's degrees and quality assurance monitoring are governed by each school's internal quality assurance system, which describes the processes to be followed, identifies the entities and individuals involved and indicates the relevant benchmarks for each process. All of these processes are public, and they are available on each school's webpage.

ADDITIONAL PROVISIONS

1. The Governing Council may agree to modify the assessment system under exceptional circumstances and as an extraordinary measure.

TRANSITIONAL PROVISIONS

1. For all aspects not covered in these regulations, the enrolment requirements for first- and second-cycle degree programmes leading to official diplomas, licentiate degrees, and engineering, technical architecture and technical engineering degrees shall also apply.
2. Waiving of the requirement for passing the C1 core competency with regard to mastery in foreign languages as stipulated in article 1.10 of the academic regulations for bachelor's and master's degrees for previous academic years will have retroactive effects for all students who have passed all of the credits of their degree studies and have not applied for their degree prior to the entry into force of these rules.



3. As a result of the state of exception and the measures taken to prevent the spread of COVID-19, for the academic year 2022-23, exceptionally and in response to the instructions given by the health authorities, the URV can adapt teaching and assessment to the circumstances of the moment.

4. The entry into force of Royal Decree 822/2021, of 29 September, has introduced a series of important changes into how university studies are organised. These changes require curricula to be adapted in the coming years. Therefore, in the coming years curricula that have been adapted to the new regulation will exist alongside curricula that have not yet been adapted so, in this interim period, both plans will be valid.

ABROGATION PROVISIONS

1. The entry into force of these regulations abrogates the previously valid academic regulations for bachelor's and master's degree studies.

FINAL PROVISIONS

1. This document comes into effect at the beginning of the academic year 2022-23

For the purposes of administrative procedures, the academic year begins on 1 April 2022, except for the procedures for admission to master's degrees, which depend on the schedule already established.