

**ACADEMIC REGULATIONS FOR BACHELOR'S AND MASTER'S DEGREES. ACADEMIC YEAR 2025-26**

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**SECTION I. STRUCTURE OF THE EDUCATIONAL SYSTEM AND CURRICULA****CHAPTER 1. Structure of the educational system and curricula***Article 1. Scope*

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.

*Article 2. Cycle structure of official university degree programmes*

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

**Bachelor's degree:** 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 degree:** 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.

*Article 3. 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.

*Article 4. 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 28 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.

*Article 5. 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.

*Article 6. Undergraduate specialisations*

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

*Article 7. Master's degree specialities*

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

*Article 8. Mode of teaching*

Royal Decree 822/2021, of 28 September, stipulates those 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.

*Article 9. Official student curriculum*

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

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.

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.

*Article 10. 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.

*Article 11. Phasing out of degree programmes*

At the same time as a new bachelor's/master's degree is implemented, the degree that is being replaced enters the phasing-out stage.

Those students who are studying the degree that is in the process of being phased out 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 phased out. When a study programme implements a

modification that does not involve a change of status and this fact entails a modification of the study plan, the criteria set out in this article must be applied.

In this regard, specific phasing out 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 phasing out of the bachelor's or master's degree that is not to be taught any longer.

During the first academic year of the phasing-out 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 these 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 phased out 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.

## **CHAPTER 2. Curricular content**

### *Article 12. 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 28 September stipulates those 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.

### *Article 13. Knowledge area*

University bachelor's and master's degree courses are assigned to one of the areas of knowledge specified in Annex I of Royal Decree 822/2021 of 28 September, which establishes the organisation of university education and the quality assurance procedure.

### CHAPTER 3. 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:

#### *Article 14. Simultaneous studies*

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 their degrees.

#### *Article 15. 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.

*Article 16. Simultaneous double-degree programmes with specific pathways.*

At the request of one or more schools, the URV can organize double-degree academic pathways so students can take both courses of study 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.

*Article 17. Double 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 learning outcomes, academic grades, system of relations with companies and institutions, and all other specific regulations.

Royal Decree 822/2021, of 28 September, regulate the dual specialisation in official university degrees. Article 22 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.

*Article 18. Recognition of foreign higher education qualifications conditional upon the successful completion of bridging courses*

Process by which students who have obtained the recognition of a foreign qualification subject to the completion of certain university academic activity can apply to be assessed at the URV, provided that the equivalent degree is already in place.

Depending on the outcome of the ministerial resolution, students will have to choose between passing aptitude tests, completing a period of practical work experience, preparing a project or assignment or passing tutored courses.

The URV carries out this process via the corresponding procedure.

## **CHAPTER 4. Topics and subjects**

*Article 19. Topics and subjects*

A *topic* is an organisational structure that guarantees a series of learning outcomes in terms of knowledge, skills and competences.

A *subject* is the basic unit in which a degree programme is organised. Topics are structured into one or more subjects. Students enrol in subjects.

Curricular content is classified as:

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

Article 14 of Royal Decree 822/2021, of 28 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.

Bachelor's degree courses that are 240 credits long must include a minimum of 60 credits of basic training and bachelor's degree courses that are 300 or 360 credits long must include a minimum of 75 or 90 credits respectively of basic training.

At least 50% of the basic training credits must be linked to the same knowledge area as the bachelor's degree and the rest must be related to other knowledge areas outside of the degree.

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

All basic training credits that share the same knowledge area as that of the bachelor's degree may be recognised.

#### 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.

These topics must guarantee that students can achieve all the general and specific learning outcomes of the degree programme.

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

#### 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 learning outcomes in terms of social engagement, sustainable development goals and the URV's general learning outcomes.

When a new master's degree is programmed, the number of optional subjects must not exceed 15% of the total number of credits of the degree.

#### 4. Internship

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

Master's degree curricula may also include an internship subject.

The URV has established a new regulatory framework for all faculties/schools and management bodies that governs internships. 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.

#### 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. It is essential that before the presentation and defence of the project, the director informs the student in writing of the authorisation for the defence; in the event that the authorisation is not granted, the reasons for the refusal must also be stated in writing.

Students must defend their bachelor's degree thesis and master's degree thesis in public and face-to-face. Nonetheless, blended or online degrees and face-to-face degrees who wish to do so can opt for an online defence, as long as the technical, administrative and economic conditions make this feasible. As an exception to the general rule, if a student makes a formal application with the approval of their supervisor, faculties and schools can authorise a defence that is not of the standard type. If the final project contains components that must be kept confidential, the defence process will be adapted accordingly.

Intellectual and industrial property and deposit of final projects:

- a) 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.
- b) 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.
- c) 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.
- d) 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.

## 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.

### *Article 20. Recognition in bachelor's and master's degree studies*

The basic unit of recognition is the subject, which covers the level of knowledge, the identity of the contents, the competences and the course load. The course load must account for at least two thirds of the credits.

For bachelor's degree courses, in order to be able to assess the recognition of credits corresponding to subjects that have been passed on another degree and/or at another university,

the student must have had the academic transcript from their university of origin officially transferred to the new centre or to the URV.

*Article 21. Subject recognition, 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.

Nonetheless, if a unit proposes a new activity after the regulations have been approved, the corresponding vice-rector must decide whether it is appropriate and whether to add it to the offer.

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

	<b>Activity</b>	<b>Credits per year</b>
<b>Cultural activities</b>	URV Theatre Group	1
	URV Choir	3
	URV Choral Society	1
	URV Orchestra	3
	Open Opera	1
	URV Debate Club	2
	URV Film Group	1
	Credits for linguistic reception 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)
	Courses at the Catalan Summer University at Prada de Conflent	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	2
	Participation in the URV Festival Committee	1
	Scientific communication activities. ComCiència	1/activity
	Aurora Network activities authorised by the URV	3 (maximum per year)
	Short activities on mobility programmes	3 (maximum per year)

	<b>Activity</b>	<b>Credits per year</b>
<b>Sports activities</b>	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

	<b>Activity</b>	<b>Credits per year</b>
<b>Student representation</b>	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 the URV Students' Council	3
	Year delegates and vice-delegates	2
	Activities external to the URV and URV-organised representation activities	1
	OFES Education Fairs	3
	Participation in the European Students' Union (ESU)	2
	URBots	1
	URVoltage Racing Association	1

	<b>Activity</b>	<b>Credits per year</b>
	URV Volunteers	Up to 3 credits per activity depending on its length (which may be sporadic, one term or the whole academic year)
	The programme "Take part in an international cooperation project"	Up to 3 credits per activity depending on the project's length (which may be sporadic, one term or the whole academic year)
<b>Solidarity and cooperation activities</b>	Projects organised by the URV Solidarity Commission	Up to 3 credits per activity depending on the project's length (which may be sporadic, one term 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, one term or the whole academic year)

	Harassment prevention agents	1
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Undergraduate students can recognise the activities organised by the URV's Language and Publications Service that involve both the learning of foreign languages, English, French, German, Italian and Portuguese, and the acquisition of advanced knowledge and speciality language skills in Catalan, in all cases with a certificate of the level achieved. The table below shows the maximum number of credits that can be recognized per year.

	Level	Credits
<b>Foreign language learning</b>	Level A1 and French, German, Italian and Portuguese	3/activity
	Level A2 and above of English	3/activity

	Level	Credits
<b>Training in Catalan</b>	Level C2	3/activity
	Legal Catalan	2/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. In the case of the joint presidents of the Student Council, the corresponding vice-rector has to make an assessment.

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

## **CHAPTER 5. Learning outcomes**

### *Article 22. Concept of learning outcomes*

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 and compulsory topics must provide a sufficient degree of specialization: in other words, it must offer the competencies and skills required for professional practice in a given field. Optional topics, on the other hand, 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 skills and competences to ensure that any URV degree offers a guarantee of quality education. These are the URV's general learning outcomes.

*Article 23. Organization of learning outcomes*

The general learning outcomes of every bachelor's and master's degree are made explicit in the verification report and must be in compliance with the model in force when the report was approved or modified.

Overall, the new model of learning outcomes defines the following learning outcomes :

Bachelor's degree:

- ST1. Manage information and knowledge through the efficient use of IT
- ST2. Solve problems critically, creatively and innovatively in a particular field
- ST3. Explain information clearly and precisely, orally and in writing, to a variety of audiences
- ST4. Use information specific to the field of study in a foreign language
- COT1. Work in a team with responsibility and initiative within your field of study
- COT2. Evaluate your own learning process to improve academically and professionally
- COT3. Apply democratic principles and values including the gender perspective

Master's degree:

- ST1. Formulate evaluations through the efficient use of IT tools
- ST2. Solve complex problems critically, creatively and innovatively in multidisciplinary contexts
- ST3. Explain information clearly and precisely, orally and in writing, to all sorts of audiences
- COT1. Work in teams and in complex contexts
- COT2. Evaluate your own learning process to improve academically and professionally
- COT3. Apply democratic principles and values including the gender perspective

The strategy that allows students to work towards and acquire these cross curricular learning outcomes is to include them in the different topics and subjects of the URV curricula. This specification is defined in a standard way, through the subject learning outcomes, and is integrated into the different subjects.

Learning outcomes are worked on and assessed by following the learning outcome map reported in the description of each degree.

For the pilot project, the following scale has been set to grade learning outcomes:

- 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 may substitute this test for the accreditation of their entry and subsequent exit level, provided that they have passed one of the tests that appear on the official list of the CIC.

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 included in the European degree supplement or equivalent.

## SECTION II. EVALUATION AND GRADING OF SUBJECTS

### CHAPTER 6. Evaluation

#### Article 24. Exam sessions

##### 24.1 Exam sessions

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:

- a) Eminently practical subjects This information must be expressly included in the course guide for each subject.
- b) Subjects taken during a mobility period (OUT students).
- c) Subjects for the Bachelor's Degree in Anthropology and Human Evolution.
- d) Subjects for the Master's Degree in Computational Fluid Mechanics.
- e) Subjects for the University Master's Degree in Artificial Intelligence.

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.

##### 24.2 Calendar of exam calls and exam records

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.

<b>EXAM CALLS / EXAM RECORDS</b>
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 Internships, which is part of 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 Internships, which is part of bachelor's and master's degrees January (Jan) and if the faculty/school agrees to a second session, June (J) <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.

In the case of bachelor's degree courses only, the first assessment may or may not lead to the issuance of the official assessment report. in accordance with the faculty/school and as established in article 5 of these regulations.

In the case of university master's degree courses, the grades from both examinations are combined in a single assessment report.

#### *24.3. In cases of temporary suspension*

Students who have not submitted the required documentation, students who have not paid their registration fees by the due date and master's students with conditional registration will be temporarily suspended. These students will appear in the assessment report and will be graded by the teaching staff, but their grades will not be academically valid until they regularise their situation.

Once the student has provided the documentation or has paid the outstanding fees within the established deadline, their grades will become academically valid.

### *Article 25. Planning and execution of assessment activities*

#### *25.1 Planning of assessment activities*

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

Before the end of September for first-semester and annual subjects and before the end of January for second-semester subjects, teachers must have specified the types of assessment activities and the timetable in which they are to be carried out. In any case, students must be in possession well in advance of all information relating to the subjects' assessment activities.

Students have the right to be assessed and graded in all the subjects they have registered for, in accordance with the assessment calendar established by the centre. At the same time, they must any prerequisites or incompatibilities established in the corresponding study plan.

When, for reasons of force majeure, it is not possible to carry out an assessment activity on the set date and time, the lecturer responsible for the subject together with the coordinator of the bachelor's or master's degree must take the appropriate steps.

### *25.2. Execution of the assessment activities*

During the assessment activities, students must identify themselves by presenting their URV student card, ID card, NIE or passport. The teacher can ask a student for identification at any time during the assessment activity and visually verify that the person presenting the document is actually the holder. This verification is necessary for the test to be accepted as valid and students must be informed well in advance of how they must identify themselves. For remote tests, students will be informed of the communication system that will be used in case of possible technical incidents. The teaching staff can establish in the teaching guide any measures that they consider appropriate for the proper development of the assessment activities. These measures may include limitations on the use or possession of communication and data transmission devices during the tests and they must be complied with by students.

Students may request a document at the end of the assessment activity as proof of attendance.

Students have the right to request that the results of any test, work or assessment activity carried out are in accordance with the previously established assessment system.

The department must ensure that when the assessment activities are carried out, they are monitored by the teaching staff related to the subject.

In the case of subjects that are taught totally or partially in a workplace, the company tutor must draw up a report to assess the student's learning outcomes in accordance with the competences and assessment criteria defined in the teaching guide. When these subjects or work experience placements are worth more than 9 credits, two reports may be drawn up. The first to be issued halfway through the student's placement and the second when the placement is finished.

### *25.3. Material used for the assessment tests*

The assessment activities carried out by students form part of an administrative assessment file and as such are considered the property of the URV.

The teaching staff must keep the records, written material used for the assessment tests, and any notes from the oral tests, assignments or reports until the end of the following academic year. At the end of this period, the assignments and reports may be returned to the students at their own request, except in cases in which the student is pending the resolution of an appeal, in which case the materials must be kept until the appeal is formally resolved. If the student does not request their work during the following months of June to September, they will be considered to have waived the right to its return.

In the case of electronic or audiovisual tests, the lecturer in charge of the subject must keep the material provided by the student.

The total or partial reproduction of this documentation or its use for any other purpose must be authorised by the author(s). Unclaimed material must be destroyed in accordance with the protocol established for the protection of personal data.

Departments must ensure that they store all statements regarding the assessment activities for at least the following academic year.

For the final assessment of practical skills, the skills assessed, the score corresponding to each skill and the lecturer who carried out the assessment must be recorded in writing for each student. This material must be kept for at least the following academic year.

#### 25.4. Oral tests

In the case of oral tests, schools must establish the necessary mechanisms to guarantee the right of students to an objective assessment and the possibility of lodging an appeal in the event of disagreement with the assessment.

As a general rule, in the case of oral exams in which the mark represents 40% or more of the grade for the subject, the department must appoint an exam panel made up of two members from the same department, one of whom must be the teacher of the subject. This teacher must keep, as assessment material, at least one full paper for each student which must include the student's personal details, the questions they were asked and a brief evaluation of each of their answers. This panel of two lecturers may be replaced by a system for recording the oral examination so that the exam can be made available to the eventual exam panel.

#### 25.5. Alternative assessment measures

##### 25.5.1. Causes of force majeure

If a student, for reasons of force majeure, is unable to attend an assessment activity, they may ask the centre, before the date of the activity, to arrange alternative measures. Each centre must publish the procedure whereby the student can make this application. If the application is accepted, the coordinator of the bachelor's or master's degree, together with the lecturers of the subject, must agree on the best system for assessing the student. In cases where this involves repeating the same activity, the new date cannot be set for more than one month after the original date set for the exam. Causes of force majeure are understood to be any illness or accident that the student may have suffered. This must be accredited by means of an official medical certificate, emergency report or similar document, stating the estimated period of convalescence. The centre may also accept other causes if they are of similar severity.

Alternative assessment measures may also be agreed for a student when recommended by the Psychological Care Service.

In exceptional cases, when the reason for non-attendance could not have been foreseen before the assessment activity was carried out, the student may request an alternative assessment up to seven days after the original assessment has taken place. They must make their application in writing, accompanied by the corresponding documentary justification. The faculty/school will review the case and, if they find in favour of the student's request, specify the manner in which the alternative assessment activity is to be carried out and inform the department concerned. If they reject the student's request, they must give their reasons for doing so.

##### 25.5.2. Representation of the URV

Alternative assessment arrangements may also be applied for by students who represent the URV in official competitions (university debates, national or international sporting competitions, etc.), and by students who are recognised as top-level or high-performance athletes and who are attending national or international competitions.

When an assessment activity is incompatible with the other sporting activities of top-level student athletes, the faculty/school may attempt to agree on alternative measures for assessment.

#### Article 26. 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: 10 February for first semester subjects and 3 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.

In accordance with the provisions of Article 37 of these regulations, the results of all continuous assessment activities must be made known to students on an individual basis, as they are a key part of their learning process. Students must preferably be informed by the grades book of the online classroom and, in its absence, by a personal email. In accordance with additional disposition 20 of Organic law 4/2007, a list of grades can be posted. If this system is used, students can only be identified by publishing the 4th, 5th, 6th and 7th numbers of their identity document (Spanish identity card, residence card, passport, etc.) and replacing the other numbers with an asterisk (\*).

Between the end of the academic period and the closure of the course records, lecturers must show the students, on request, those members of the class group who have been awarded a distinction, their final grade and any other aspect referring to the award of distinctions that they consider appropriate.

#### *Article 27. Demonstrable fraudulent misconduct during 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 28. Review of final grades*

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

This review process cannot lead to the student's grade being lowered, except in the cases provided for in article 40.2 of these regulations on the process of modifying assessment reports.

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. Standard review

<b>Before:</b>	The member of teaching staff responsible for the subject.
<b>When:</b>	<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>
<b>How:</b>	<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>
<b>Resolution:</b>	<p>The member of teaching staff will enter the grade resulting from the review in the corresponding official record.</p> <p>In the case of the Final Year Undergraduate and Master's Thesis, the tutor, if applicable, must notify in writing that he/she does not approve the presentation and defence, stating the reasons for the refusal.</p>

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*

<b>Before:</b>	Department management
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<b>When:</b>	A maximum of six working days after the regular review.
<b>How:</b>	<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>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>
<b>Where:</b>	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.
<b>Internal procedure:</b>	<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>
<b>Resolution:</b>	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.

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*

<b>Before:</b>	Rector of the URV
<b>When:</b>	One month from the day following notification of the committee's decision.
<b>How:</b>	The student must submit a statement outlining the allegations.
<b>Where:</b>	The General/Auxiliary Registry of the URV.
<b>Internal procedure:</b>	<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>
<b>Resolution:</b>	<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 29. Grading system*

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:

<b>GRADE</b>	<b>EQUIVALENCE (1)</b>	<b>EQUIVALENCE (3)</b>
Less than 5 (fail)	0	0
5 (compensated pass)	5 <sup>(2)</sup>	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

<sup>(1)</sup> 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.

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

<sup>(3)</sup> 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.

## 2. Calculating the grade point average

### a) 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 school of origin will be calculated.

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

### b) 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 30. 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. The proposals are approved by the delegate committee of the Governing Council with authority on the issue. 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.

**SECTION III. EXAM RECORDS****CHAPTER 7. Management of exam records***Article 31. 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 32. 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 33. 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. As stipulated in Royal Decree 1125/2003, of September 5, the number of distinctions cannot exceed 5% of the students enrolled in a subject or enrollment group/record in the corresponding academic year, unless fewer than 20 people 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.

In the case of subjects from different courses that share teaching in the same group/class, if the teaching staff in charge considers that the distribution of the distinctions for each of course does not reflect the number of students per course and wishes to redistribute them, they must apply to the Academic Management Service, which will verify whether the proposed allocation is possible. The overall number of distinctions cannot be modified.

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 (NP)

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. If a grade has to be entered and the responsible lecturer is no longer active, the responsibility is passed on to the head of the corresponding department.

9. In cases of overall or continuous assessment, the provisions of articles 36 and 37 are also applicable.

## **CHAPTER 8. Assessment**

### *Article 34. Overall assessment*

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:
  - a) At the discretion of the faculty/school, individual students can be awarded a maximum of two compensated passes.
  - b) Students who request overall assessment must have a grade point average of at least 5.5.
  - c) Overall assessment can only be used to assess general and compulsory subjects. Under no circumstances can optional credits be compensated.
  - d) 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.
  - e) 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.
  - f) Students must have failed the subject with a grade equal to or below 3.5 (out of 10) in one of the calls.
  - g) 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.
  - h) The Faculty/School can specify that students must have registered for the subject a minimum number of times.
  - i) Subjects passed by compensation cannot be validated or recognised.

#### *Article 35. Continuous assessment*

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 staff) on exam records with an impact on final grades for the subject, the coordinator must ensure that assessment activities are properly distributed 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.

## **CHAPTER 9. Closure of exam records, amendments and archiving**

### *Article 36. 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 ten days after the last day of the teaching period, taking into account the periods when the University closes, if necessary. 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. If the deadlines are not met, 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 37. Closure 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 38. 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.

If a grade has to be amended and the responsible lecturer is no longer active, the responsibility is passed on to the head of the corresponding department.

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 39. Archiving of records*

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.

## **SECTION IV: PROGRAMMING AND QUALITY OF OFFICIAL BACHELOR'S AND MASTER'S DEGREES**

*Article 40. Programming of official university bachelor's and master's degrees*

1. Proposals for the introduction of new official university bachelor's and master's degrees must be made by the faculties and schools. They must be processed taking into account the timetable and programming process of the degree programmes and must comply with the general and specific criteria set out in these regulations.

2. 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).

*Article 41. General criteria for programming official university bachelor's degree and master's degrees*

There are a series of general criteria that all proposals must comply with. As such, all proposals must:

- a) Meet an effective social and professional demand that makes them viable.
- b) Demonstrate that there is the recognised academic and scientific expertise required to teach the degree.
- c) Be in line with the University's degree map and thus enable students to continue along their educational pathways.
- d) Have at their disposal everything they need in terms of teaching space and teaching staff. Any additional plans in force regarding these issues must be implemented in accordance with the stipulated conditions.
- e) Have access sufficient and adequate teaching spaces to teach the new degree, or a have plan that guarantees that they will be registered and authorised by the General Directorate of Universities at the moment when these spaces are to be used.
- f) Have sufficient teaching staff (in accordance with the regulations) who possess the qualifications and profile appropriate to the needs of the programmes, or there must be a plan in place that demonstrates that these teachers will be in place by the academic year in which the course is implemented.

In the case of the courses that are to be reverified, the new proposal must address the reasons for the reverification.

*Article 42. Specific criteria programming official interuniversity bachelor's and master's degrees*

1. When the URV coordinates a course, the other participating universities cannot teach more credits than the URV. When the URV is a participant in such a 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 internships (EI), unless all these credits are taught by one of the universities.

2. 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.

3. 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.

4. 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.

5. 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 registration 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 register 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.

6. Subsidised international and Erasmus Mundus interuniversity 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.

*Article 43. Specific criteria for the programming of university bachelor's and master's degrees taught at affiliated institutions.*

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

*Article 44. Documentation of the proposal to implement new degree courses*

The proposal must be presented by submitting the corresponding programming instruments, which must be accompanied by the following documents:

1. The approval of the board of the faculty/school where the degree will be taught.
2. The approval of the departmental council of the departments whose teaching represents more than 5% of the curriculum in the case of bachelor's degrees and 10% in the case of master's degrees.
3. The teaching schedule of the whole degree.
4. The map of learning outcomes of the degree.
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

*Article 45. Evaluation and approval of the proposal for new qualifications*

1. 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 Material Resources Service.
4. The conditions of the collaboration agreement, in the case of an interuniversity degree.  
For Erasmus Mundus degrees, the assessment of the collaboration agreement will depend on whether the degree is awarded the status of Erasmus Mundus.

2. The office of the vice-rector responsible for academic programming must have the technical report on the proposal so that it properly assess the proposal and authorise it to follow the internal approval process.

3. The proposal must be approved by the Governing Council, which is also responsible for approving any amendments.

4. 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 46. Discontinuation of official master's degrees*

In accordance with the programming criteria of the Catalan university system, the URV can decide to discontinue an official master's degree so as not to offer master's degrees with little demand and registration.

A master's degree course must be discontinued or deprogrammed if the average number of newly registered students in the last three years is less than 16.

If a degree is discontinued, it will not be offered for pre-registration in the following academic year and no new students can be admitted to it. In all cases, discontinuation will not affect the rights of the students already registered for the master's degree, in accordance with the termination process described in the present regulations.

These general criteria will not be applied in the case of interuniversity master's degrees. For the discontinuation of interuniversity master's degrees, the circumstances will be evaluated in each case.

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 47. Modifications of curricula and academic pathways*

The structure of a curriculum cannot change until it has been fully completed by two consecutive groups of students (5 years for Bachelor's degrees, 2 years for 60-credit Master's degrees and 3 years for 90 or 120 credit Master's degrees).

Any change in the academic pathway of a curriculum is applied only to new students on the bachelor's degree.

Exceptionally, and depending on the change, it may be applied to all students.

**Article 48. Teaching quality assurance**

In accordance with the indications given 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 49. 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.

**TRANSITIONAL PROVISIONS**

1. 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.

2. The entry into force of Royal Decree 822/2021, of 28 September, has introduced a series of important changes into how university studies are organised. These changes require the curricula and the model of learning outcomes to be adapted in the coming years. Therefore, in the coming years, curricula and models of learning outcomes adapted to the new standard will coexist with curricula and models of skills pending adaptation. In this transitional period both will be valid plans and models.

**DEROGATORY PROVISION**

1. The present regulations derogate and replace the previously valid academic regulations for bachelor's and master's degree studies.

**FINAL PROVISION**

1. This document comes into effect at the beginning of the academic year 2025-26

For the purposes of administrative procedures, the academic year begins on 1 April 2024, except for the procedures for admission to master's degrees, which depend on the schedule already established.