

## Vice-rector's Office for Teaching

## Academic Regulations for Bachelor's Degrees. 2019/20 academic year



**UNIVERSITY OF LLEIDA**

**ACADEMIC REGULATIONS FOR BACHELOR'S DEGREES**

**2018/19 ACADEMIC YEAR**

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## UNIVERSITY OF LLEIDA

### ACADEMIC REGULATIONS FOR OFFICIAL UNDERGRADUATE STUDIES

#### 2019/2020 ACADEMIC YEAR

### TITLE 1

#### PRE-REGISTRATION

##### **Article 1. Scope of application**

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

##### **Article 2. Bachelor's degree and double degrees pre-registration**

Students interested in being admitted to a bachelor's degree or a double degree at the University of Lleida must pre-register by the deadlines set out by Government of Catalonia.

Students must pre-register online at <https://acesuniversitat.gencat.cat/acesuniversitat>

A student assigned to a double degree who is already in possession of one of the two degrees included in these studies will not be allowed to register for it. However, students holding a degree in Science and Animal Production will have access to the double degree in Science and Animal Production / Veterinary Studies, and they will only pursue the degree in Veterinary Studies.



## TITLE 2

### REGISTRATION

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

##### **3.1 Application for registration**

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

In general, an application for registration must be formalised via the self-registration system either from the centre's computer room or from home, according to the registration calendar.

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

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

Students who have expired subjects pending from a degree shall not be able register for the remaining subjects of that degree and must do the adaptation to the new curriculum of the respective degree (see the First Transitional Provision of the Continuance Regulations).

For students who switch from an old curriculum to a new curriculum and who have used up a certain number of sittings for a subject common to both curricula, the number of sittings used up in the curriculum of provenance shall not be counted.

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



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

### 3.2.1 New first-year students and transcript transfer students

- Duly completed registration request form if students register in person at the secretariat of the centre.
- Original and copy of DNI for Spanish students, of documentary proof of nationality and identity for students from EU Member States, or of passport for students from other countries.
- One passport-size photograph with the applicant's name written on the back.
- Students applying for an exemption, discount or waiver of fees must submit the documentation accrediting their entitlement, as set out in the regulations governing it, by the registration deadline.
- University graduates in private schools: authenticated copy of the qualification certificate or provisional certificate.
- Students registering on bachelor's degrees offered at the Health Campus must submit proof of tetanus and hepatitis B vaccinations.
- Foreign students aged 28 and over must submit the original and a copy of health and accident insurance that is valid in Spain.
- The following students must submit, at the time of formalising registration, the receipt proving that the transcript transfer fee has been paid, and a copy of the transcript:
  - a) First-year students admitted to this university through pre-registration routes 7 and 8.
  - b) Students who come from another university district, unless pending a place reassignment at another university (Article 5.3 of these Regulations). They must submit it once they confirm registration at the University of Lleida.
  - c) Students coming from other courses from other universities or other centres of this university.
- Students registering as part-time must submit an application, in the ordinary registration period, addressed to the dean or director of the centre, providing documentation to justify that they cannot fully devote their time to university education. If the reason is work-related, they must submit a certificate from the firm in which they work and a National Insurance contributions record issued by the Social Security Treasury or competent authority. Self-employed workers must submit a photocopy of taxes or the tax permit



instead of the certificate from the firm. The centre must check the substantiated data and return the documentation submitted for this purpose to the person concerned.

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

- Accreditation of a third language.

Original and copy of documentary proof of the level attained in a third language, if applicable, from among those established in the university entrance examinations (PAU) (German, English, French or Italian). For the purposes of this accreditation, students must check the table of recognised certificates published on the website of the University of Lleida.

For all other circumstances, students must consult Academic Management of the University of Lleida.

### 3.2.2 Previously registered second and subsequent-year students

- If the identity document (ID or passport) has expired, the student will need to submit a valid one to the secretariat of the centre.

- Students applying for an exemption, discount or waiver of fees for the first time must submit the documentation accrediting their entitlement, as set out in the regulations governing it, by the registration deadline. They must also submit it if it has expired and been renewed.

- Students registering as part-time for the first time must follow the application instructions set out in the Article 3.2.1.

### **3.3 Requirements for documents issued abroad**

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

1. Ministry of Education of the country of origin for qualifications and study certificates, and the respective Ministry for birth and nationality certificates.



2. Ministry of Foreign Affairs of the country issuing the documents.
3. Diplomatic or consular representation of Spain in the document-issuing country.

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

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

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

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

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

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

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

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



If the photocopies have been compared and legalised by the diplomatic or consular representation of Spain in the document-issuing country or before a notary, it is not necessary to submit the original at the same time.

### **3.4 Registration deadlines**

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

Before leaving to go to the destination university, students participating in mobility programmes of the UdL, ERASMUS and SICUE must register in July, on the date shown in the registration calendar.

Regarding the deadlines for registering for bachelor's theses and curricular external academic placements, students must consult the academic secretariats of the respective centres.

### **3.5 Curricular external academic placements (PAE)**

As indicated in the Regulations for external academic placements, students will not be able to start their external academic placements in the respective organisations until the corresponding Educational Cooperation Agreement has been signed and is in force, and also, until the three parties (tutor of the organisation, tutor of the UdL and the student) have the corresponding specific training project, duly signed by each of them. Without the fulfilment of both conditions the student's placement in an organisation will not be considered protected by the University of Lleida and, therefore, the latter will not be liable for any incident arising therefrom.

There are two options for placement registration and execution, and exceptional registration:

#### 3.5.1 Ordinary registration period established by each centre (July or September)

Students registered for curricular external placements may do their placements before the start of the following academic year, in accordance with the calendar approved by the Governing Council.



Students registering in the July registration period may do their placement in the summer, only if they were registered at the University of Lleida in the immediately preceding year for the same degree.

Students may not do placements in a period when their registration is not current. Falling within this scenario are placements that end later than the end of the academic year when registration for the following year has yet to be done. Under these circumstances, an additional insurance needs to be taken out.

In the degrees that have set up different groups in the subject (a maximum of 3 groups, corresponding to three transcript closure deadlines: 31 January, 30 June and 15 September), students must choose the group to which they wish to be assigned at the time of registering, and must subsequently adhere to that choice since it directly and substantially affects PAE programming and management undertaken by the placement coordinator and the subject manager.

The selection of the first group should be set aside for students who, owing to individual situations, need to have the subject transcript closed early in order to be admitted to further studies, to finalise studies, etc. In any event, given that their execution depends on the number of offers received from host organisations for this initial period, the centre may limit the number of places offered to this first group, which shall be allocated in strict order of registration. After reaching the maximum number, any students left out shall automatically be assigned to the next group.

In all other cases, i.e., students linked to the second or third groups, it is understood that the group selection shall provide them with the assurance of the group's transcript closure within the respective period, and that, as far as doing and evaluating the placements are concerned, both shall be adapted in terms of timing to suit the management of the subject.

### 3.5.2 Registration extension at the end of the first semester (February) for centres that allow it

This applies to registration extension at the end of the first semester (February) for centres that allow it.



Students must consult the secretariat of the respective centre for registration dates.

Such registration in the extended period allows students' individual situations to be taken into consideration:

- Students who were unable to register in the ordinary registration period because certain prerequisites had to be met, and at the time of the extension they meet the requirements to be able to do so.
  
- Students who, for their own sake (availability of the next summer period, Erasmus planned for the next year or other personal circumstances), wish to bring PAE execution forward.

If, because of PAE, this registration extension exceeds the number of credits for which students may register under these regulations, students may request an exception from the dean or director of the respective centre, who shall resolve the matter after studying the transcript.

Students registering within this period must have completed their placements and their evaluation by 15 September.

Centres that avail themselves of this registration extension period may establish up to 2 groups in the subject, corresponding to the transcript closure deadlines: 30 June and 15 September. Students must choose the group to which they wish to be assigned at the time of registering, and must subsequently adhere to that choice since it directly and substantially affects PAE programming and management undertaken by the placement coordinator and the subject manager. The same criteria and interpretation as those detailed in the ordinary registration period, Article 5.3.1, are applicable, and in this case are adapted to 2 groups.

Students must have paid the registration fee of the ordinary period and of this extension before doing their placements.



### 3.5.3 Exceptional registration

An exceptional registration period is established during the first five teaching days of June, which, for all intents and purposes, corresponds to the 2018/19 academic year, in order to attend to all offers of company placements to be undertaken over the following summer period, for which the teaching staff in charge has sufficient candidates to fill such placements under this registration.

This registration has no additional fee.

The transcript closure date will be that of the third term (September 2019).

To register, the student must submit a registration request form to the secretariat of the centre, with the agreement authorization signed by the lecturer in charge of filling a placement (it is understood that the teaching staff in charge has an offer of a placement for a student who is in a position to undertake it).

This registration will not be granted if a student has any registration fee payments outstanding.

### **3.6 Registration limits**

The provisions set out in Articles 4 and 5 of Chapter 1 of the Continuance Regulations of the University of Lleida shall apply.

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

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

#### 3.6.1 Prerequisites and corequisites

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

##### Prerequisite for registration:

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



Prerequisite for qualification:

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

Corequisite:

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

3.6.2 Minor

The minor has to be taken before completing 240 bachelor's degree credits and requires authorisation from the Director of Studies of the centre.

## **TITLE 3**

### **ECONOMIC REGULATIONS**

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

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

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

###### 4.1.1 Special large family

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



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

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

Likewise, in accordance with Article 8.3 of Royal Decree 1621/2005, of 30 December (Spain's Official State Gazette of 18 January 2006), people having the right to benefit from the document, which is being processed, are entitled to exemption by submitting

the receipt of the application for issuance or renewal, accompanied by the affidavit of the category requested. Students must submit proof of the document before 31 December, otherwise the benefits granted will be cancelled and students will have to pay the respective amount. If the document issued is for a lower category than the one stated, students must pay the difference.

#### 4.1.2 Grantholder students

- Students receiving a general or mobility grant convened by the Ministry of Education, Culture and Sport are not obliged to pay for the contracted academic services.
- This payment exemption is also applied to students pending the resolution on the awarding of a grant at the time of registration provided that they were grantholders in the previous year or submit proof provided by AGAUR and they meet the academic requirements as set out in the respective announcement.
- If a grant is not awarded, students must pay the respective registration amount. If this payment is not made, the registration for all subjects shall automatically be cancelled.
- The submission or lodging of any kind of appeal relating to the refusal to award a grant shall not stop or suspend the students' obligation to make the payment, since it is considered that they do not meet the requirements of free registration.



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

#### 4.1.3 Students with a distinction

This applies to students with a distinction in COU (high school) or *Bachillerato* (upper secondary education studies) or a special *Bachillerato* prize (only in the first year and for the first time):

- Original grades certificate and overall grade issued by the respective high school.

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

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

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

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

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

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



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

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

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

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

#### 4.1.6 Students who are the victims of gender-based violence

Victims of gender-based violence, as well as their dependent children, are entitled to exemption from all public prices as set out in the decree on public prices published by the Government of Catalonia.

This condition is accredited by submitting any of the following documents: any type of court judgment, even if it is not final, declaring that the woman has suffered any form of such violence; a protection order in force; a report by the Inspectorate of Work and Social Security, or any other as provided for in Article 33 of Act 5/2008, of 24 April, on the right of women to eradicate sexist violence. The family book must also be provided in the case of dependent children.

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

### **4.2 Discounted registration**

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

#### 4.2.1 General large family

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



family document). If the number of siblings or children does not appear in it, students must provide proof of that by means of a certificate from the respective department.

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

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

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

#### 4.2.2 Distinctions

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

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

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

#### **5.1 Means of payment**



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

#### 5.1.1 Single direct debit payment

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

#### 5.1.2 Direct debit payment in three instalments

The registration fee shall be charged in three instalments.

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

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

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

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

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



The bank account details for payment by direct debit can be amended upon request by the students addressed to the dean or director of the centre at least 15 days before the second payment instalment or the third payment instalment.

Bank account details for direct debit payment can be modified by using form M2, which must be submitted to the secretariat of the centre at least fifteen days before the second or third payment deadlines. The application must be accompanied by a new SEPA direct debit mandate signed by the account holder.

### 5.1.3 Loan by the Government of Catalonia

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

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

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

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

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

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

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



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

As soon as the University issues a non-payment notification to a student, his/her registration will be suspended until the corresponding amount is paid.

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

### **5.3 Incoming students awaiting assignment**

Students awaiting admission during the university pre-registration process to other studies in the University of Lleida or in another university will have to communicate it (statistics module) and pay the enrolment fees as indicated below:

Within ten days after registration, the student shall pay the transcript and the compulsory insurance fees in cash in any of the bank offices listed in the registration receipt.

Unless the student notifies the secretariat to the contrary before 30 September 2019, it will be understood that the student is going to pursue this degree and the remaining registration fees will be charged through the means of payment selected in the online registration: single direct debit payment, direct debit payment in three instalments or loan by the Government of Catalonia.

If the student is admitted to another degree at the University of Lleida or at another public university after 30 September 2019, he shall be refunded any amounts corresponding the registered credits and the support fee for learning, provided that the student applies for registration cancellation before the deadline set out in the decree on public prices published by the Government of Catalonia for the academic year 2019/20. These fees will not be refunded if the new assignment is due to a change of preferences applied for by the student or to a new registration.

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

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



Students may amend their registrations free of charge within the deadlines set by the centres in the registration calendar published in July and posted on the notice boards of each centre and on the website of the University of Lleida.

Students who already have a password may make amendments online via the website from their homes or in the self-registration room of the centre.

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

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

After the indicated deadlines for making any amendments, students must fill in form M-2 and submit it to the secretariat of the centre as soon as they realise the mistake.

#### 6.1.2 Amendment to the application for registration

After the indicated deadlines for making any amendments, students must fill in form M-3 and submit it to the secretariat of the centre.

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

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

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



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

### 6.1.3 Cancellation of registration

To cancel registration, students must submit the application for registration cancellation form M-1 to the secretariat of the corresponding centre.

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

Students shall only receive a refund of the amount paid for the credits registered in undergraduate studies under the following circumstances:

- Serious illness of the students substantiated by an official medical certificate.
- Registration at other studies of the University or at other centres of a university, only when places are reallocated in the university pre-registration process and when the application to cancel registration has been submitted by the deadline set out in the decree on public prices. The amount paid for registration shall not be refunded if the students applied for reallocation as a result of doing a new pre-registration or requesting a change of preference.

Cancellation will not be accepted if the registration fee has not been paid in full, except in the two cases established in the previous paragraph.

Cancellation of registration involves the loss of the place obtained when pre-registering in the case of first year students (new admissions).

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



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

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

#### 6.1.4 Withdrawal from subjects

After the indicated deadlines for making any registration amendments shown in the registration calendar of each centre, students must fill in form M-4 and submit it to the secretariat of the centre if they wish to withdraw from subjects.

The deadlines for undergraduate studies are as follows:

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

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

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

#### 6.1.5 Addition to registration

After the deadlines set for amendments, students must fill in form M-5.

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

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



If payment is not made for this addition, none of the registration shall become effective. The dean or director of the centre shall resolve the applications. An appeal may be lodged against his or her decision before the rector within one month of the day following notification.

#### 6.1.6 Change of timetable or group

After the indicated deadlines for making any amendments, students must fill in form M-6, for undergraduate studies, and submit it to the secretariat of the centre.

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

#### **6.2 Exceptions**

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

- Amendment of personal information and bank details
- Grant
- Distinctions
- Credit recognition
- Addition to registration due to recognition
- Bachelor's thesis
- Curricular external academic placements

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

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

### **TITLE 4**

### **TRANSCRIPT**



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

### **8.1 Credit transfer**

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

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

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

If students have been allowed to take simultaneous studies, the credits from the original degree shall not be transferred because the reason for the simultaneous studies application is to be able to take the two courses of study in full. If students abandon one of the courses of study for which they are registered, they may request a credit transfer in respect of the abandoned studies so long as they make the transcript transfer.

### **8.2 Credit recognition**

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

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



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

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

In order to accredit work and professional experience, students must submit the same documents as those required of students registering to study part-time, in accordance with the provisions of Article 3.2 of these regulations, as well as a report from the firm.

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

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

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

### **8.3 Credit recognition circumstances**

#### 8.3.1 Recognition of credits from curricula previous to Bologna of the University of Lleida (long degree, short degree, engineering degree, technical engineering and technical architecture) in the degrees of the University of Lleida

Example: Students on the long degree in Medicine of the University of Lleida who apply for credit recognition in undergraduate studies in Medicine of the University of Lleida.

In this case, the dean or director of the centre must automatically apply the table of equivalences approved by the Governing Council.



The centre shall provide students with a document showing the subjects that have been recognised, as well as the number of credits.

8.3.2 Recognition of credits from curricula previous to Bologna of other universities (that have the same names as the old curricula of the University of Lleida) in the degrees of the University of Lleida

Example: Students on the long degree in Medicine at the University of Barcelona who apply for credit recognition in undergraduate studies in Medicine of the University of Lleida.

The dean or director of the centre resolves these applications, as delegated by the rector, in accordance with the report by the Studies Committee.

8.3.3 Recognition of credits from curricula prior to Bologna of the University of Lleida and other universities that apply for recognition in the new curricula of undergraduate studies of the University of Lleida that have different names

Example: Students on the long degree in History of Art of the University of Barcelona or the University of Lleida who apply for credit recognition in undergraduate studies in Primary Education of the University of Lleida.

The dean or director of the centre resolves these applications, as delegated by the rector, in accordance with the report by the Studies Committee.

8.3.4 Recognition of credits among curricula of undergraduate studies of the University of Lleida or other universities in the curricula of undergraduate studies of the University of Lleida, whether or not they have the same name

Example 1: Students on the bachelor's degree in Biotechnology of the University of Barcelona or the University of Lleida who apply for credit recognition in undergraduate studies in Medicine of the University of Lleida.



Example 2: Students on the bachelor's degree in Law of the University of Girona who apply for credit recognition in undergraduate studies in Law of the University of Lleida.

The dean or director of the centre resolves these applications, as delegated by the rector, in accordance with the report by the Studies Committee.

8.3.5 Recognition of credits from studies taken partially or wholly abroad that have not obtained homologation nor the equivalence in accordance with Royal Decree 967/2014, of 21 November (Spain's Official State Gazette of 22 November 2014), for undergraduate studies of the University of Lleida

The dean or director of the centre resolves these applications, as delegated by the rector, in accordance with the report by the Studies Committee.

#### **8.4 Criteria for credit recognition in undergraduate studies**

Credit recognition in undergraduate studies must be done in accordance with Article 13 of Royal Decree 1393/2007, amended by Royal Decree 861/2010 and by Royal Decree 43/2015, which sets out the following general criteria:

A- Provided the degree to which students wish to be admitted belongs to the same branch of knowledge, at least 15% of the credits corresponding to the basic education subjects of this branch may be recognised.

B- Credits obtained in other basic education subjects belonging to the branch of knowledge of the degree to which students wish to be admitted may also be recognised.

C- Any remaining credits may be recognised by the University by considering the fit between competencies and knowledge acquired in the other subjects or studies taken by students, or associated with previous work or professional experience, and those in the curriculum or those of a cross-disciplinary nature.

For credit recognition, the following considerations must also be taken into account:



D- If the basic education that students have passed in their original studies is not consistent with the competencies and knowledge associated with the basic subjects of the target studies, it may be recognised by other credits of the degree, and the person concerned must take the basic education of the new studies.

E- In order to recognise studies taken abroad, the general criterion set out in section C shall be taken into account.

F- The 6 credits corresponding to the cross-disciplinary subject may be recognised by credits taken in the studies of provenance.

G- In accordance with the fourth additional provision of Royal Decree 1393/2007, sections 2 and 3, students wishing to be admitted to undergraduate studies who hold a long degree, engineering degree, architecture degree, short degree, technical architecture and technical engineering qualification shall obtain credit recognition as appropriate in accordance with the provisions of Article 13 of the aforementioned Royal Decree.

H- Undergraduate studies students may obtain 6 credits out of the total number of credits in the curriculum by academic recognition, by participating in university activities relating to culture, sport, student representation, solidarity and cooperation. These credits shall be recognised as optional (cross-disciplinary subject) credits. They will not have a grade and, therefore, will not count for the purposes of the weighted transcript average.

For each academic year, the Governing Council of the University of Lleida shall determine those activities that are liable to be recognised under such headings.

Students must register each activity at the academic secretariat of the centre or unit of the University of Lleida that has promoted and is responsible for the activity. After undertaking the activity, students must submit a certificate proving that they have passed the course or activity to the academic secretariat of the centre where they are registered, and the academic secretariat shall recognise the credits obtained in the transcript by the deadlines it establishes in accordance with Article 8.6 of these regulations.



### **8.5 Documents and deadlines**

Applications for recognition must be submitted to the secretariats of the respective centres, together with the following documentation:

- Application addressed to the dean or director of the centre.
- Original and copy or authenticated copy of DNI for Spanish students, of documentary proof of nationality and identity for students from EU Member States, or of passport for students from other countries (only if they are not already registered at the UdL).
- Personal academic transcript of studies taken. If students took their studies at the University of Lleida, they will not need to submit this transcript because the secretariat of the centre will attach it to the application for credit recognition.
- A stamped copy of the curriculum.
- Documentation accrediting the competencies attained and the educational content taken or the programmes of subjects taken. This documentation must be stamped by the centre.

Documents issued abroad must be submitted in accordance with the provisions of Article 3.3 of these regulations.

Periods:

First: 3 to 17 September 2019

The centre shall resolve these applications in October.

Recognised credits must be registered in the same academic year (2019/20), provided that students have a place at the centre to take the respective degree.

After the application for credit recognition has been resolved, students wishing to add to their registration may do so at the secretariat of the centre within a period of 3 days as from the day of receipt of the recognition resolution, only in respect of annual and second-semester subjects.

Second: 16 to 30 April 2020

The centre shall resolve these applications in May.

Recognised credits are registered in the ordinary registration period of the 2020/21 academic year, provided that students have a place on the respective course of



study, unless the student is already registered at the University of Lleida and, with the recognition of these credits, completes the degree. In the event of the latter, the recognised credits can be incorporated into the transcript in the 2019/20 academic year.

Under no circumstances shall the credit recognition resolution imply that a place is being offered at the centre. Students must apply for a place in accordance with the applicable regulations.

### **8.6 Recognition of cross-disciplinary subjects**

Courses, seminars, conferences, congresses and other activities that are liable to be recognised as cross-disciplinary subject credits for all students at the University of Lleida shall be offered by the University of Lleida and they will have to be taken before finishing the degree.

The students concerned must submit the certificate or diploma (original and copy) of the course or seminar taken to the centres where they are registered so that the centres can recognise their credits, with prior payment of the fee set out in the decree on public prices published for each academic year in the Official Gazette of the Government of Catalonia.

Students may apply for credit recognition at the secretariats of the centres in November 2019 and February-March 2020 in accordance with the calendar established by each centre.

Students may only apply for cross-disciplinary subject credit recognition outside the aforementioned months when the finalisation of their studies is dependent on that recognition. Under these circumstances, if students apply for recognition before 30 September 2019 and were registered in the 2018/19 academic year on that degree, they must pay the credit recognition amount as set out in the decree on public prices in force on the day of the application, but will not have to pay the transcript management fee, the support fee for learning and to the University of Lleida, or the compulsory insurance. If



students were registered in that academic year or submit the application after the indicated date, they must pay the credit recognition amount and the transcript management fee indicated in the decree on public prices for the 2019/20 academic year.

These recognised credits are not graded, which means that they shall not be taken into account when it comes to calculating the weighted transcript average.

### **Article 9. Transcript transfer of official university studies in Spain**

Students with partial Spanish official university studies who wish to be admitted to the same or other studies of the University of Lleida, and for whom 30 credits or more have been recognised in the degree of the University of Lleida that they wish to take, shall have their applications for places resolved by the dean or director of the respective centre, as delegated by the rector, in accordance with the criteria that the Governing Council of the University determines for this purpose. Students may check these criteria at the secretariats of the respective centres and may also apply to be admitted via university pre-registration.

If a minimum of 30 credits are not recognised, students must do the university pre-registration to apply for admission to the University of Lleida.

Period and documents that must be submitted to apply for transcript transfer directly to the centre:

From 23 April to 7 May 2019

- Application addressed to the dean or director of the centre.
- Original and copy or authenticated copy of DNI for Spanish students, of documentary proof of nationality and identity for students from EU Member States, or of passport for students from other countries (only if they are not already registered at the UdL).
- Personal academic transcript of studies taken. If students took their studies at the University of Lleida, they will not need to submit this transcript.
- A stamped copy of the curriculum.



- Documentation accrediting the competencies attained and the educational content taken or the programmes of subjects taken. This documentation must be stamped by the centre.

In order to formalise the transfer in both instances (direct application to the centre or university pre-registration), the person concerned must pay the transcript transfer fee to the faculty or school of provenance and must submit the payment receipt at the time of registering.

#### **Article 10. Simultaneous studies**

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

Students must have obtained a place via university pre-registration on the new studies and have passed 30 credits or more of the degree that they have already started.

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

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

#### **Article 11. Admission of students with university studies taken partially or wholly abroad**

Students with university studies taken partially or wholly abroad that have not obtained homologation or equivalence of their qualification in Spain, for whom 30 credits or more have been recognised at the University of Lleida on a course of study, and who wish to apply for a place on that course of study, will have to submit an application directly to the rector, who shall resolve the application in accordance with the criteria that the Governing



Council determines for this purpose, which, moreover, must take into account the transcript. These criteria can be found in the corresponding centres.

If the number of recognised credits is fewer than 30, the person concerned must apply for a place on the course of study for which he or she has requested recognition via Catalonia's system of university pre-registration, by means of the portal Accesnet: <http://universitats.gencat.cat>

With regards to the deadlines to apply for credits recognition and the required documentation, articles 8.5 3.3 of these regulations will apply.

Once the application for credits recognition has been resolved, and depending on the number of recognised credits, the student shall apply for a place to the rector of the University of Lleida or by means of the university pre-registration process.

### **Article 12. Grading system**

Applicable to the grading system are the provisions of Article 5 of Royal Decree 1125/2003, of 5 September (Spain's Official State Gazette of 18 September 2003), Article 6.3 of Royal Decree 861/2010, of 2 July (Spain's Official State Gazette of 3 July 2010), Annex 1 to Royal Decree 22/2015, of 23 January (Spain's Official State Gazette of 7 February 2015) and the Regulations for the Assessment and Grading of Teaching in Bachelor's and Master's Degrees at the University of Lleida approved by the Governing Council on 26 February 2014, amended by agreements 111/2016 and 231/2016 of the Governing Council.

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

0 – 4.9: fail

5.0 – 6.9: pass

7.0 – 8.9: good

9.0 – 10: excellent



A “with distinction” mention will be awarded to students who obtained a grade equal to or higher than 9.0. The number cannot be greater than 5% of the students registered on a subject in the respective academic year. An additional distinction may be awarded for the fraction resulting from applying 5% to the number of students registered. If this number is lower than 20, only one distinction may be awarded. A module or subject is considered to have been passed when the grade is 5.0 or higher.

Credits obtained by the recognition of credits corresponding to educational activities not integrated in the curriculum (work or professional experience, cross-disciplinary subjects and unofficial university studies) and credits obtained by recognition from Higher Education Training Cycles shall be graded as PASS, without numerical rating, and shall not count for purposes of calculating the transcript average.

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

### **Article 13. Transcript average**

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

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

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

NC: Total number of credits passed by the student

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

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



### Numeric scale of grades

Descriptor	Numeric scale
fail	0 – 4.9
pass	5 – 6.9
good	7 – 8.9
excellent	9 – 10
distinction	9 – 10 plus a “with distinction” mention

Credits recognised for activities relating to culture, sport or student participation (cross-disciplinary subject), for work or professional experience and for unofficial university studies shall be graded as PASS, without numerical rating, and shall not count for purposes of calculating the transcript average.

Regarding applications for grants that the Ministry convenes annually, the transcript average shall be determined in accordance with the formula set out in the respective announcements published in Spain’s Official State Gazette.

For the allocation of an appointment in the online registration process for second- and subsequent-year students and for the allocation of curricular external academic placements, the transcript average shall be the sum of graded credits, each one being multiplied by the respective grade value, in accordance with previously mentioned the table of equivalences, and divided by the total number graded credits. The last grade obtained for each subject (fail, pass, good, excellent and distinction) shall be taken into account in this formula. In order to take part in the SICUE, Erasmus, and Mobility programmes of the University of Lleida, the transcript average shall use the same calculation, but will take into account the credits passed up to 30 September of the academic year before the call.

#### **Article 14. Double degrees**

Students registered on double degrees must take the subjects included in the curricular itinerary designed for the purposes of obtaining both qualifications. They must pay for



the credits corresponding to the subjects of the curricular itinerary, as well as the fees, insurance and contracted services.

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

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

Students who abandon a double degree and who want to continue on one of the two degree programmes must follow the admissions procedure established by the legislation in force: university pre-registration or a transcript transfer application.

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

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

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

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



be refunded under any circumstances to those people who voluntarily select this option at the time of registration.

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

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

**THIRD ADDITIONAL PROVISION. Insurance**

All information about insurance can be found at <http://www.udl.cat/serveis/patrimoni/asseg.html>.

**FOURTH ADDITIONAL PROVISION. Accreditation of a third language**

Consult the Third Language Regulations for undergraduate studies at the UdL.

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

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

**REVOCATORY PROVISION**

Any double degree regulations that are contrary to the provisions set out in these academic regulations are hereby revoked.

**FINAL PROVISION. Situations not provided for in the regulations**

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