



# Assessment Regulation of the UCAM Catholic University of Murcia

Year 2019/2020



Catholic University Saint Anthony

## **JUSTIFICATION**

One of the fundamental acts that is linked to teaching is assessment. The entire assessment process must be subject to a norm and must comply with public and objective criteria that assess the acquisition of the competences foreseen in the subject.

This regulation has been developed by the Quality and Academic Organisation Vice-Chancellorship (hereinafter VCOA) of the Catholic University Saint Anthony of Murcia (hereinafter UCAM) in accordance with article 2.2.f of the Organic Law 6/2001 on Universities, of 21 December, that identifies the assessment of the students' knowledge as an integral part of the Universities' autonomy. It complies with the Royal Decree 1125/2003, of 5 September, which establishes the European system of credits and the marking system in official university degrees that are valid on the entire national territory, as well as with the Royal Decree 1791/2010, of 30 December, which approves the University Student Statute and complies with the mandate included in article 46.2.d of the Organic Law 6/2001, of 21 December.

## **CHAPTER 1. GENERAL PROVISIONS**

### **Article 1. Objective and field of application.**

This regulation regulates the system and the content of the call for exams, the planning of the exams, the assessment systems and procedures, the exams' surveillance and supervisions, the public nature of the marks, the exam's revision and complaint procedure, the compensatory assessment, the exceptional call for exams, the management of problems regarding the assessment tests and the general issues on records.

It will be applied to the official Bachelor's and Master's Degrees of the UCAM, regulated by the RD 1393/2007, modified by RD 861/2010 and further developments.

**Article 2. Definitions.**

- The assessment procedure is designed to assess the acquisition of competences in the framework of a subject, in compliance with the report of verification and the teaching guide.
- The assessment test is previously established and organised in the Teaching Guide, sufficiently in advance to comply with a series of formal requirements.
- The call for exams is an act which makes public the realisation of an exam that allows to assess the competences acquired and that must comply with a series of formal requirements regarding the time and manner.
- The mark is the numeric expression and, if applicable, also the qualitative one, that represents the assessment obtained by the student in the assessment test.
- The revision and claim right is the right of the student to receive clarifications on the mark obtained and, if applicable, to modify it.
- The records are the official documents in which the mark obtained by the students in a subject, academic year or exam session is recorded.

**CHAPTER 2. THE TEACHING GUIDE****Article 3. Student's learning assessment.**

The learning assessment will be based on the verified reports of the degrees, as well as on the development that has been made in the Teaching Guide of the subject in this field and that has been approved by the responsible academic body.

**Article 4. Teaching programme of the teachings.**

- 1 The administrative team of each degree, before the beginning of the registration period, will inform the VCOA about the planning of the degree for the academic year. This planning will include, for each subject, the student's

dedication to studying and learning in terms of ECTS, the foreseen teaching staff and the overall hourly distribution of each discipline or subject, which will take into account the work that the students must carry out outside from school hours.

- 2 The students will be able to know the teaching plans of the subjects to which they want to register sufficiently in advance and, in any case, before the beginning of the registration period of each academic year.
- 3 The Teaching Guides of the different subjects are a development of the teaching planning of the corresponding degree.
- 4 The staff of the degree is responsible for the acceptance of the teaching plans and of the corresponding Teaching Guides, which must be included in a record that shall be submitted to the VCOA before the beginning of the academic year,

## **CHAPTER 3. THE ASSESSMENT PROCEDURES**

### **Article 5. Assessment procedures.**

1. The assessment of the subject is carried out through continuous assessment, exams, practices and works, as well as through the participation of the student in class and in any activity planned by the Teaching Guide.
- 2 The Teaching Guide specifies, if applicable, the obligatory nature of practices, attendance to workshops, delivery or exposition of works or any other programmed activity. It shall also include the minimum mark that the student must reach to pass the various assessment tests.
- 3 Notwithstanding the foregoing, in general and unless the Teaching Guide establishes something different, the student passes the subject when his/her weighted average is equal or superior to 5 points out of 10 and once he/she has passed all the parts of the evaluation framework, with a weighted average equal or superior to 20%. Therefore, when the assessment tool (tests, work, practice, etc.) represents less than 20% of the final mark, no minimum mark is required to

calculate the average mark of the subject. This indication is not applied to the Undergraduate Dissertation (TFG)/Master's Thesis (TFM) nor to the external practices.

If the student obtains a less than 5 mark in one of the subjects whose weighted average is equal or superior to 20%, the subject will be failed and the student will have to retake that/those part/parts in the following call for exams of the same academic year. The part/s passed in the ordinary exam sessions will be preserved until the next sessions of the same academic year.

In case the student doesn't pass the subject during the Recovery call for exams, the passed parts will not be preserved for the following academic years.

4. The students are assessed based on the criteria that are specifically indicated in the program of the subject in the Teaching Guide and that, in general, are based on some of the following aspects:
  - a. Attendance and participation in theoretical lessons, practical lessons, workshops and other complementary activities.
  - b. Practices, activities in workshops, laboratories, computer rooms and fieldwork.
  - c. External curricular practices.
  - d. Presentation of works, essays or reports related to the content of the subject.
  - e. Exams.
  - f. Other specific activities that grant an assessment based on the student's learning.
5. The Undergraduate Dissertations and the Master's Thesis will be ruled by their own specific regulation.

#### **Article 6. Assessment criteria.**

1. All the assessment tests of each subject will include the weighted average of each of them to calculate the final mark of the student.

- 2 The value of each of these activities, their obligatory or optional nature, the existence of incompatibilities, as well as their assessment criteria, must be reflected in the Teaching Guide before the registration period starts and they can't be modified after except in duly justified exceptional cases approved by the VCOA.

#### **Article 7. Assessment systems.**

1. The assessment systems to apply, both in the first and following registrations, will be the ones specified in the corresponding verification report and teaching guides, since there is no difference between one case and the other, including the eliminatory nature of the partial assessment tests passed during the academic year. The student who doesn't carry out any of the assessment tests of the subject (partial, practices, exercises and works) will be considered as "Not present" (*no presentado*) and he/she will not be admitted to the call for exams.
2. In the exceptional cases of "Practicum" subjects that belong to the study plan, the fact of not carrying out the practices before July implies the fact of receiving a "Not present" mark, therefore the student will not be able to participate in the call for exams.
3. Student who have made only the first registration must attend at least 50% of the theoretical classes of each subject, as a necessary part of the assessment process and to fulfil the right of the student to receive advise, assistance and academic monitoring by the teacher.
  - a In case of not attending 50% of classes as established, the eliminatory nature of the partial theoretical exams passed by the student will be lost, therefore he/she will have to be assessed again in relation to this/these part/parts of the subject in the assessment exam that will take place when the formative programme of each subject is completed, in which the students who did not pass the corresponding partial exam will be assessed as well.
  - b The percentage of attendance to the practical sessions (seminars, workshops) that compose the corresponding assessment system

and that allow to assess that the student has acquired the competences established for the subject in the verified report is established in the teaching guide of each subject that has a theoretical nature. Those students who do not reach this attendance percentage, or those who, according to the teacher, have not acquired the mentioned competences during the sessions they have attended, must undergo a test of practical adequacy once the subject ends in order to assess the acquisition of the corresponding competences.

- c Notwithstanding the foregoing, the students who have made the registration just once and who attend 70% of the sessions of theoretical classes of the subject will have the possibility to have their final mark rounded up, starting from a minimum of a final average mark of 5 out of 10, and with a maximum increase margin of up to 1 point. For that, the following scale will be used as a reference:

<b>Attendance percentage</b>	<b>Possibility to have the final mark rounded up (points)</b>
<b>70%-85%</b>	0.5
<b>86%-100%</b>	1

- 4. The students who have made the registration more than once have the right to be assessed and to preserve the mark obtained in the partial exams passed during the academic year. Those students who expressively request to be linked to a class group will have the same attendance rules as the students who have made only the first registration in theoretical classes sessions, therefore the student will have to expressively request it when formally registering. The rules established for each degree will be binding for the practical lessons

**Article 8. Assessment systems in blended and on-line teachings.**

The assessment procedures in blended and on-line teachings, including the attendance and participation assessment, are based on the characteristics of the objectives and formative programs of these studies, as well as on the teaching guide of the subject and on the corresponding verified report, and they will be developed through the Regulation.

**Article 9. On the non-exams assessment procedures.**

1. The Teaching Guide will specify, if applicable, the obligatory nature of practices, attendance to workshops, delivery or exposition of works or any other programmed activity.
2. The Teaching Guide will establish the obligatory criteria of attendance that will be necessary to acquire the competences.

**Article 10. Adaptation to special needs.**

In compliance with article 46 of the Organic Law 6/2001, of 21 December, on Universities, as well as with art 20.c) of the Legislative Royal Decree 1/2013, of 29 November, which approves the Consolidated Text of the General Law on the rights of persons with disability and on their social inclusion, the UCAM has developed and implemented its own regulation on special educative needs and disability, through the Regulation on Continuation of Studies and a Guide for attention towards diversity and disability, which protects these students, and that includes the curricular adaptations that the UCAM makes available for them, in order to help them follow the teachings with the best possible guarantees and to facilitate their full inclusion in the university community.



## CHAPTER 4. TESTS OR EXAMS MODALITIES

### Article 11. Written test

1. Is the one in which all the issues that must be assessed are reflected, by the student, in writing or graphically, on paper or in digital format, or through a survey or a test.
2. It will have the same characteristics for all the students of the same group.
3. The exams will not last more than 2.5 hours. In case it lasts longer, it is possible to establish a rest period of 15 minutes, established by the teacher, keeping into account the subject to evaluate and the nature of the assessment test.

### Article 12. Oral test.

1. Is the one in which the issues to assess are exposed orally by the student.
2. It should not last more than 45 minutes, including both the exposition of the student and, where appropriate, the questions posed by the students and the student's right to reply.
3. It should be recorded in digital format and it can be public, at the teacher's discretion, where the circumstances of the tests so require.

### Article 13. Tests of practical ability.

1. Is the one in which the acquisition of competences, abilities and theoretical-practical skills developed in the subject is assessed.
2. It should not last more than 30 minutes, including both the exposition of the student and, where appropriate, the questions posed by the students and the students right to reply.
3. The teacher shall record the elements that compose the assessment in writing (on paper or in digital format).

4. To carry out the practical assessment tests, at least two teachers must be present in the classroom.

## CHAPTER 5. CALL FOR EXAMS

### Article 14. Objects and elements of the call for exams.

1. The call for exams must grant, by being public, that the student can access the detailed information of the characteristics of the assessment procedure.
2. All the exams with an eliminatory nature must be subject to their corresponding call for exams, which is regulated by article 16.
3. The call for exams must include at least the following information: name of the subject and of the teacher in charge, contents, date, place and time of the exam, modality, duration and assessment criteria.
4. The teacher in charge shall use, in order to make the call for exams, the procedures established by the University and, to that end, he/she shall use the IT platform in general (VIRTUAL CAMPUS).

### Article 15. Types of calls for exam.

1. There are two call modalities: the general one and the exceptional one.
  - a. The general call for exams is the one designed to assess a part or the entire subject, and it can be: Ordinary call, recovery call and special call. It should be adjusted to the dates established in the academic calendar of the year into force.
  - b. The exceptional call for exams is the one created to assess the students who have used up the maximum number of calls for exam granted to the students for each subject in compliance with the regulation of the university.
2. In no case may there be a coincidence in the date and time of the exams subject to the call for exams when they are subjects of the same year and degree.

**Article 16. General rules on calls for exam.**

- 1 With the first registration, the student will have access to two calls for exam, both for Bachelor's and Master's Degree studies:
  - 1.1. Ordinary call for exams, of the first or second term, based on the timing of the subjects in the corresponding study plan.
  - 1.2. Recovery call for exams, which will take place in general in July
- 2 In the second and successive registrations, both in Bachelor's and Master's Degrees, the student has access to three calls for exam to pass the subject:
  - 2.1. Ordinary call for exams, of the first or second term, based on the timing of the subjects in the corresponding study plan.
  - 2.2. Recovery call for exams, which will take place in general in July.
  - 2.3. Special Call Exam, which will take place in general in November.
    - a This will be applicable if the student, in order to finish his/her studies, has to pass, at most:
      - In Bachelor's teachings: three subjects and the TFG or a group of subjects that correspond to a total amount of 30 ECTS at most.
      - In Master's teachings: two subjects and the TFM or a group of subjects that correspond to a total amount of 15 ECTS at most.
    - b The students who want to participate in this exceptional call for exams must:
      - Formalise the registration linked to this special call for exams within the ordinarily established deadline. Once the deadline is expired, the student cannot modify in any way the registration.

- Take the exam of each of the subjects pending to finish his/her study (compulsorily). In order to do so, they will have two calls for exam for each year and registration, that is, the first one in the dates that are ordinarily established during each year for the special call for exams of November/December, and the second one in the following assessment call (Ordinary call for exams of February/June, depending on the timing of the subject in the study programme).
- c If the student doesn't pass the subject/s assessed in the Special call for exams, the assessment tools passed during that same call will not have an eliminatory nature in the following Ordinary call for exams.
- 2.4. In case of second or successive registration, the teacher assesses the student on the formative activities and on the learning outcomes related to the previous year exclusively in the Special call for exams. In the Ordinary or Recovery Call, the formative program of the exam will be developed in the subject by the teacher during the current academic year.
- 2.5. Only those in which the student has taken an evaluation test(s) and has obtained a grade other than "Not Present" will be computed as expired calls.

#### **Article 17. Official assessment calls for exams (General)**

- 1 The final exam calendar will be obligatorily fixed by the degree in the terms established in the academic calendar of the University. Notwithstanding the foregoing, in exceptional cases, the Administration of the Degree can address to the VCOA a duly justified request to make the assessment outside from these terms. The Vice-Chancellorship will appraise such request and will validate it when applicable, and it will ask the Administration of the Degree to give adequate publicity to this circumstance among the students.

- 2 The elements that constitute the document of the official call for exams are the following:
  - a Name of the subject, as it appears on the Study Programme.
  - b The teacher of the subject and, if applicable, teacher in charge of the subject.
  - c Contents.
  - d Modality and duration of the exam. Brief description of its structure.
  - e Valuation and assessment criteria, in compliance with the corresponding Teaching Guide.
  - f Date, place and hour of the exam.
  
- 3 The official assessment calls shall be published and made available at least 15 days before the beginning of the official exam period established in the academic calendar by the University.
  
- 4 This information, as well as any other modification, shall be notified to the students through the virtual campus.

**Article 18. Managing incidents on assessment exams.**

1. They will be subject to an incident call and they will be directly managed by the degree in the following cases, as long as they are duly proved by the student:
  - a Overlapping of dates between exams of subjects belonging to different degrees, when there is an authorisation for the student to pursue two degrees at the time.
  - b Hospitalisation of the student, of his/her spouse or of a first-degree relative.
  - c Death of a first or second degree relative by blood, of a first-degree relative by marriage or of the student's spouse in the day established for the assessment or during the three days immediately before the assessment.

- d Overlapping of the exam with the participation in collegial bodies of the university or in academic, cultural, sports-related or social activities on behalf of the UCAM.
  - e High-level or high-performance athletes, when the assessment exams overlaps with an official competition.
  - f Fulfilment of a public or personal legal duty, when the student must comply with an official, personal and irreplaceable summon (polling station, public jury, etc.).
- 2 Delay, interruption or circumstantial annulment of an assessment procedure for reason attributable to the teacher:
- a For fortuitous causes or force majeure, the teacher can interrupt or annul the assessment procedure.
  - b If an exam is delayed more than 60 minutes, due to the teacher's absence, the students can ask to make the exam in a different date, which must be previously agreed with the administration of the degree.
  - c The professor in charge of the assessment procedure can annul it if he considers that there were irregularities in its development.
- 3 In a justified case, the student can take part to the exam up until 15 minutes after it begins, as long as no student has left the classroom during that time period.
- 4 Any other situation that is not described in the catalogue can be discussed by the VCOA.
- 5 The degree will establish an exclusive date for the realisation of the assessment tests in case of incidents.

**Article 19. Call for oral and practical tests.**

- 1 In case of oral or practical tests whose development for the entire group requires a duration of one or more days, the call shall specify this circumstance and the beginning of the test corresponds to the date of the call.

- 2 The teacher must make sure that the students know the date and estimated time in which each of them will make the test.

**Article 20. Call for other non-eliminary tests.** Any test that doesn't have an eliminary nature but affects the student's assessment must be communicated in compliance with the Teaching Guide and, where appropriate, through the Virtual Campus that manages the relation of the student with the subject, at least 5 calendar days before the test.

## **CHAPTER 6. HOLDING OF EXAMS**

### **Article 21. Language of the assessment procedures.**

1. In general, both the oral and the written exams will be in Spanish.
2. In case of Bilingual Degrees, the language will be established in the verification report.

### **Article 22. Identification of the student during the assessment process.**

The teacher in charge of the exam will ask the student to identify himself by showing his/her ID, driver's licence, passport or university card of the UCAM.

### **Article 23. Attendance to assessment procedures.**

1. The teacher in charge of the assessment tests must check if the attending student are validly registered to that subject and therefore have the right to be assessed.
2. Any student who attends a test has the right to receive an attendance certificate, which must at least indicate the date, place, time, duration of the attendance and name of the subject.

**Article 24. Exams control and supervision.**

- 1 Any test subject to a call must be supervised by a teacher that teaches the subject or by another teacher of the same degree and/or area of knowledge, or a person who has received the adequate delegation.
- 2 In this regard, it will be necessary:
  - a To make sure that the test is done in conditions of equity and equality of opportunities without using any illicit mean.
  - b To verify the right to be assessed of any student that asks to take the test.
  - c To clarify the general issues that are considered necessary to start the test, as well as to answer to any other question that is considered adequate.
  - d In case of written test, each one must be collected and guarded.

**Article 25. Use of illicit means or plagiarism.**

- 1 The student who uses illicit behaviours, means or tools during the test, including the wrongful attribution of identity or authorship, fails the test. In any case, the student can receive a sanction before initiating a disciplinary proceeding, in compliance with the Internal Regulations of the UCAM.
- 2 The University will inform the students that plagiarism is a practice that is opposed to the principles of the university training, which gives them the necessary training to create original works, both those that are foreseen in the corresponding teaching guides and those that are necessary to end the studies (TFG/TFM).
- 3 Plagiarism consist in copying partially or completely a text without quoting the sources and in passing them off as one's own, or in copying other's ideas without mentioning the author. This directly implies a fail mark in the subject in which it was detected, without prejudice to the disciplinary responsibilities established by the Internal Regime Regulation of the UCAM.



## **CHAPTER 7. ASSESSMENT AND MARKING CRITERIA, REVISION AND COMPLAINT**

### **Article 26. Marking of the exams.**

The resulting mark in any assessment procedure will be a number from 0 to 10, expressed to one decimal place.

### **Article 27. On the communication of the marking of a test.**

- 1 The teacher in charge of the assessment of any assessment test must publish the results within 15 calendar days after the exam, not beyond the established date of delivery of the records, except in case of general or exceptional call, in which case the deadlines established by the university for the call will be applied.
- 2 If the publication of the marks includes a complete list of the group, the students to which the marks are assigned can only be identified through their official ID number.
- 3 The document in which the marks are published must include the date, time and place of the revision.

### **Article 28. Right to revision and complaint on the result of an eliminatory exam.**

1. The student who makes an exam that has an eliminatory nature can exercise his/her right to revision with the conditions established by this regulation.
2. The right to revision implies that the student has the right to receive a detailed explanation of his/her mark and, where applicable, to obtain a new mark. In the revision process, no data that was not reflected in the exercise during its realisation can be kept into account.
3. The right to complaint is the one that can be exceptionally exercised before the Degree by the student that disagrees with the mark obtained in the revision process or if the exercise of such right has been violated.

4. The exercise of any of the two rights cannot imply a reduction of the initially obtained mark, unless a material error was committed.

**Article 29. Right to revision.**

- 1 The exercise of the right to revision is independent from the mark obtained in the tests and it must be done with the teacher who made the assessment, except in the event of force majeure.
- 2 The teacher must specify a date for the student to exercise his/her right to revision, which must be communicated at least 48 hours before the first day identified for this purpose. This date must be established, in any case, before the date established for the finalisation of the records.
- 3 The student must adapt to the date and time established by the teacher for the revision.
- 4 The revision for on-line teachings will adapt to their own communication channels.

**Article 30. Right to complaint.**

- 1 After exercising his/her right to revision, the student will have 5 calendar days starting from that date to exercise his/her right to complaint, through substantiated request addressed to the director of the corresponding degree or to the competent body.
- 2 After receiving and admitting the request, the director of the degree will propose two teachers of the same or similar area. The proposal must be ratified by the VCOA.
- 3 The selected teachers will analyse the documents presented by the teacher in charge of the subject and they will make a substantiated decision, based on all the conditions and assessment criteria published in the call for exams and in the Teaching Guide of the subject. The director of the degree will notify the solution to the student within 5 calendar days after de adoption of the decision.

**Article 31. Exams storage.**

1. The exams with an eliminatory nature must be stored during one year since the end of the academic year in force.
2. The professor in charge of the subject is responsible for storing the exams, irrespective of their format, inside the university facilities.
3. The terms for the storing of the exams shall be prolonged for as long as needed in case of complaint or in case of disciplinary or judicial procedures for which their storage is considered relevant, until those procedures are completely closed.

**Article 32. Works and practices materials. Storage and authorship.**

- 1 The works and practices reports will be stored by the teacher until the end of the following year within the terms established by the regulation of the university. Once the deadline is finished, in compliance with the above mentioned regulation, they must be given back to the signing students in case they have made a request, unless there is a pending complaint.
- 2 The publication or the total or partial reproduction of the above mentioned works or their use for any other purpose which is not academic requires the expressed authorisation of the author/s, in compliance with the intellectual property legislation.
- 3 Undergraduate Dissertations and the Master Theses, as well as Doctoral Thesis, will be regulated by their own regulation.

**CHAPTER 8. ON THE ADDITIONAL EXCEPTIONAL CALL.****Article 33. General aspects.**

1. Once finished the six calls for exam available to pass one subject, the student, in order to continue his/her studies in the degree,

must request the Additional Exceptional Call (*Convocatoria Adicional de Gracia* hereinafter CAG) for it to be studied and assessed.

2. The student will register to the subject with such modality and he/she will have the right to an assessment call related to this registration.
3. The student can register with the ordinary form and continue his/her studies in the other subjects while the additional exceptional call for exams is solved.
4. The degree will define a follow-up plan in agreement with the student, and the plan will be sent to the VCOA, so that the student can attend the exams with guarantees.
5. The student must attend the assessment test necessary before the end of the academic year in force, otherwise the additional exceptional call for exam is considered as expired and he/she will not be able to continue his/her studies in this university.

## **CHAPTER 9. ON COMPENSATORY ASSESSMENT**

### **Article 34. General aspects.**

- 1 The students who have passed all the subjects except one can use the “Compensatory Assessment” modality after submitting a request.
- 2 The students who pass the subject with this modality will have a 5.0 mark and the mention of “Compensatory Assessment” in their record.
- 3 The fact of requesting the “Compensatory Assessment” modality does not give the right to receive a favourable resolution or to pass the subject.

### **Article 35. Requirements that the student must fulfil to receive the compensatory assessment.**

1. To be registered to the requested subject in the academic year in force before submitting the request for compensatory assessment.

2. Have exhausted at least two evaluation calls, within the general regime of permanence of the university, and attended the corresponding final exams, having obtained a grade other than 0.
3. The subject to be compensated must have a maximum credit load of 9 ECTS, and be exclusively of a mandatory or basic nature. Notwithstanding the foregoing, the subjects related to the Integral Education Module or the DECA subjects can not be compensated.
4. That, to complete their studies, only have pending, only and exclusively, the credits of this subject that wants to compensate and the Final Degree Project, which is not compensable in any case.
5. Obtain a grade equal to or higher than 3 in any of the calls to which the student has submitted or, alternatively, the average of the subjects that make up the curriculum, including the highest of the grades that are intended to compensate , is equal to or greater than 6.
6. The student must not have an open disciplinary record, nor be aware of any sanction.

### **Article 36. Deadlines.**

1.- The administrative management of the compensated evaluation requests will be carried out by the Direction of Academic Organization, within the VCOA, and the resolution of them will be the competence of the Vice-rector of Quality and Academic Organization, for which it will value not only the fulfillment of the requirements described in the previous article, but also the overall academic trajectory of the student.

2.- The administrative management of the compensated evaluation requests will be carried out by the Direction of Academic Organization, within the VCOA, and the resolution of the same ones will be competence of the Vice-rector of Quality and Academic Organization, for which it will value not only the fulfillment of the requirements described in the previous article, but also the overall academic trajectory of the student. The University will revoke this resolution once the specified deadline is finished if its execution has not been made effective.

3.- In the event that the application is "ACCEPTED", the student will have 60 calendar days after receipt of the timely notification that communicates it, to

process and enforce its execution in the Central Secretariat. After this period, without the student has made effective the favorable resolution of evaluation compensated, this will be revoked for all purposes.

## **CHAPTER 10: ON THE RECORDS.**

### **Article 37. General issues.**

- 1 For each call for exams, a record is made which includes the list of the students with the right to be assessed, the number of calls for exam that he/she uses up in each case and the numeric and qualitative mark.
- 2 The minute has legal validity only once it is validated by the teacher in charge of the subject and signed by the person in charge of the degree.
- 3 Its storage is a responsibility of the Central Secretariat of the UCAM, which will file it in digital format.

### **Article 38. Norms on filling out the form.**

- 1 The individual results obtained in each subject are established based on the following numeric scale from 0 to 10, expressed to one decimal place and with the corresponding qualitative translation:
  - 0,0 – 4,9: Fail
  - 5,0 – 6,9: Pass
  - 7,0 – 8,9: Credit
  - 9,0 – 10,0: Distinction
- 2 The “high-distinction” mark is given at the discretion of the teacher in charge of the subject and it can be given to the students who obtained a mark equal or superior to 9.0. The number of “high-distinction marks” may not exceed 5% of the students registered in the subject in the corresponding academic year, unless the number of students registered is inferior to 20, in which case only one “high-distinction” mark can be given. The fact of obtaining the “High-Distinction” mark does not have any economic nor administrative consequence.
- 3 The student who doesn't carry out any of the assessment tests provided for by the subject (partial, practices, exercises and works) will be considered as “Not present” and he/she will not be admitted to the call for exams.
- 4 The student who has passed a partial assessment test, a work assessment

test, an exercises and practices assessment test can improve the mark obtained in one or all of them. This option must be carried out, in the final assessment test, by completing the parts that correspond to the partial assessment test or by making other assessment tests related to the practical activities and exercises of works whose mark he wants to improve. The new mark represents the final mark obtained by the student in the assessment instrument concerned, regardless of its result.

- 5 If there are various teachers in the same subject or group, the teacher in charge of it will fill and sign the record.

#### **Article 39. Procedure of modification or addenda to the minute.**

1. If after signing the minute its modification is considered necessary, it shall be done through an *addenda* that annuls the amended mark.
2. The addenda can be done only in the following cases:
  - a Mistake in the introduction of data or as a result of a revision process; the person who has signed the minute or, for a justified reason, his/her substitute, must sign the document.
  - b As a result of a complaint process, which requires the signature of the teacher or of his/her substitute, in compliance with the criteria established in this regulation.
  - c In compliance with a process of compensation or by judicial resolution.
  - d For academic-administrative problems linked to the registration procedure, credits recognition, etc.
3. In any case, the modification shall be signed by the teacher in charge of the subject, the Quality and Academic Organisation Vice-Chancellor, except in the case described in point d), which requires exclusively the sign of the Vice-Chancellor.

#### **Article 40. Deadlines for records modification or addenda.**

- 1 In some of the cases described in the previous article, the *addenda* to the minute can be done in the academic year of the call, except for the last call for exams of the year, whose records can be modified within 60 days after the end of their delivery period.
- 2 Once the specified deadlines are finished, the modification requires a

reasoned submission of the teacher that promotes it and the approval of the person in charge of the degree who authorises the modification; this circumstance must be recorded in the minute and it generates a record that contains all the documents.

- 3 Under no circumstances it is possible to modify the mark if the academic record has been closed by request of the degree, or in case of record transfer or any other case that causes its closure, unless by judicial resolution or by a resolution of the secretary or of the general secretariat.
- 4 It will only be possible to make a modification that affects negatively or that implies a substitution of a “not present” mark with a mark lower than 5 or the reduction of the numeric value of the mark that appears in the minute and in the student’s record, if it is due to a material mistake or it is a result of a failed procedure to improve the mark. In this case, a reasoned submission of the teacher in charge of the subject that justifies sufficiently the material mistake made (which will be analysed by the VCOA) will be necessary. In case of validation of the modification, the degree shall notify to the student the modification of the mark.

#### **Article 41. Special situations.**

If the person that has to fill and sign the minute cannot do it for any justified cause, he must transfer the final marks or, if this is not possible, the partial marks, to the person in charge of the degree. In this case, the person in charge of the degree signs the minute, unless there is a specific substitute for this purpose.

If the person in charge of the degree is not present, the Quality and Academic Organisation Vice-Chancellor will sign.

#### **Article 42. Deadlines to deliver the records.**

The signed records will be sent to the VCOA within the deadlines established by the VCOA itself for every academic year.

#### **Article 43. Records of student subject to mobility programmes.**



- 1 The records of the subjects taken by the student of the UCAM in other institutions within mobility programmes, interuniversity agreements, exchange agreements or situations that are considered similar by the VCOA will be considered as special records.
- 2 They shall be signed by the mobility tutor and the person in charge of the degree.
- 3 In case of disagreement with the mark obtained as a result of the application of the corresponding equivalences, the student can present a claim before the International Relations Vice-Chancellorship, which is in charge for mobility, and that will transfer the modified minute, where appropriate, to the VCOA, to file and store it.

### **FINAL PROVISION. ENTRY INTO FORCE.**

This regulation will enter into force the day after its approval by the Governing Council of the Catholic University of Murcia and it will be applied from that moment on.

### **FIRST TRANSITIONAL PROVISION.**

During the academic year 2017/2018, the students who want to request to be linked to a class-group must do that through the technical secretariats of the degrees. Starting from the academic year 2018/19 the request to be linked to a class-group will be made with the formal registration.