



Regulation on Access, Admission and Registration to Bachelor's and Master's Degrees of the UCAM Catholic University of Murcia

Year 2019/2020



INTRODUCTION

The General Secretariat of the University is the body responsible for the access, admission and registration process of students in the official Bachelor's and Master's degrees, as well as for the criteria for merits assessment and for the specific tests used in such processes. It carries out its administrative management, as well as the filing and preservation of the documents deriving from these processes.

art. 1. - Objective and field of application.

The objective of this norm is to establish the requirements for the access, the criteria and processes for admission and the registration rules for Bachelor's and Master's teachings of the UCAM.

TITLE I - ACCESS AND

ADMISSION CHAPTER I -

BACHELOR'S DEGREES

SECTION I - ACCESS TO BACHELOR'S DEGREES

Art. 2. - Requirements of access to Bachelor's Degree studies.

The students from any university district that meet the following requirements can request the access to Bachelor's Degree studies:

1. To have a Spanish Baccalaureate or equivalent, in compliance with the Organic Law (*Ley Orgánica* hereinafter LO) 8/2013, of 9 December.
2. To have a European Baccalaureate or an International Baccalaureate.
3. To have Baccalaureate qualifications, diplomas or studies issued by educative systems of the European Union member states or by other states with which international agreements on this matter have been signed, on a reciprocal basis.
4. To have qualifications, diplomas or studies recognised as equivalent to the Baccalaureate of the Spanish Educative system, obtained or undertaken in educative systems of countries that are not member states of the European Union with which no international agreement has

been signed on the recognition of the Baccalaureate on a reciprocal basis, without prejudice to article 4 of the Royal Decree (hereinafter RD) 412/2014, of 6 June.

5. To have the diploma of Senior Technician in Professional Training, of Senior Technician in Plastic Arts and Design or of Sports Technician or equivalent/recognised.
6. To have qualifications, diplomas or studies different from those that are equivalent to Baccalaureate, Senior Technician in Professional Training, Senior Technician in Plastic Arts and Design or Higher Sports Technician diplomas of the Spanish Educative System, obtained or undertaken in a European Union member state or in any other state with which international agreements applicable to this matter on a reciprocal basis have been signed, if the students meet the academic requirements of such member state to access its Universities.
7. To have passed the admission test to university for **people over the age of 25**.
8. To have passed the admission requirements for **people over the age of 40** with professional experience.
9. To have passed the admission test for **people over the age of 45** with no professional experience in the field of study for which they request the access and with no other access modality by other means.
10. Holders of university degrees (bachelor's degree, official master's degree, four-or-more-year degree, three-year degree, architecture and technical architects, or equivalent degrees) and of degrees in higher artistic teachings.
11. Students that have undertaken partial foreign university studies or that have competed them without obtaining the recognition in Spain and want to continue their studies in a Spanish university. In this case, it will be a necessary requirement to have at least 30 credits recognised by this University.
12. Applicants who have the condition to access the university according to the regulations of the Spanish Educative System prior to the LO 8/2013, of 9 December.

13. In spite of the general access criteria mentioned in the previous paragraphs, the person who requests the access must fulfil also the specific criterion/criteria of access established in the verification report of the degree that he/she wishes to access.

Art. 2.- Deadline for access application

In general, the deadline for the application of access begins in the second half of March, until the first half of October, in the specific days established every year by the Admission Service of the Central Secretariat of the University.

The applicant must present the request within the deadlines established by the Central Secretariat.

Art. 3.- Documents to submit.

All the documents necessary for the admission request must be presented by the student in the established modality, with no exception regarding the quantity or the submission modality. The absence of one or more documents will impede to open the admission report.

Apart from physically submitting the documents, the applicant must upload the following documents as an annex in tab n. 2 of the admission request:
<https://campus.ucam.edu/curso2013/preinscripcion/?v=>

- DNI (Spanish ID)/Passport (in case of foreigners)
- 1 Photo.
- Official medical certificate (only CAFD - Physical Activities Sciences and Sports - students)

Apart from the previous documents, based on the type of access, the applicant shall submit:

- In the cases described in number 1, 5, 10 and 11, the student shall submit the original Personal Academic Record and Degree and one copy of each. (The student shall present an academic certificate of marks, in which the finalisation of such studies is expressly mentioned, as well as, when

applicable, the request for the corresponding degree. Furthermore, in case of access with university degree, the average mark of the above mentioned certificate will be calculated in compliance with the guidelines established in R.D. 1125/2003, of 5 September).

- In the cases included in points 2,3,4 and 6 the student shall present the UNED (Spanish Distance University) credential.
- In the cases described in points 7 and 12, the student must present the certificate of entrance examination /university admission test (PAU) /university admission test for people over the age of 25.
- In the cases specified in numbers 8 and 9, it is necessary to present the card that the UCAM delivers after the access phase. These two access modalities must be carried out by the applicant and the UCAM. Other universities cards are not valid.

In general, if the access documents presented by the applicant derive from European Union member states, they must be issued together with the certified translation of the document. If the documents presented derive from countries that do not belong to the European Union, it is necessary to present the translation legalised in compliance with the agreements of mutual recognition of degrees in force (Hague Apostille or Andrés Bello Convention) or, ultimately, through diplomatic channels, in case of countries that have not signed any agreement on such matter.

Art. 4.- Access test for people over the age of 25.

The admission test to university for people over the age of 25 will be regulated by:

- Chapter IV, Section 1, of the RD 412/2014, of 6 June, which establishes the basic regulation on procedures for admission to official university Bachelor's degrees.
- The Decree 134/2016, of 9 November, which regulated the access test to official university Bachelor's degree teachings for people over the age of 25 and 40 and 45 of the Region of Murcia.
- The Chancellor resolution that convokes it, published in the Official Gazette of the Region of Murcia.

Art. 5.- Admission test for people over the age of 40.

The admission test to university for people over the age of 40 will be regulated by:

- Chapter IV, Section 2, of the RD 412/2014, of 6 June, which establishes the basic regulation on procedures for admission to official university Bachelor's degrees.
- The criteria established in the verified report for this kind of access.
- The official call published by the University on its web page.

Art. 6.- Access test for people over the age of 45.

The access test to university for people over the age of 45 will be regulated by:

- Chapter IV, Section 3, of the RD 412/2014, of 6 June, which establishes the basic regulation on procedures for admission to official university Bachelor's degrees.
- The Decree 134/2016, of 9 November, which regulated the access test to official university Bachelor's degree teachings for people over the age of 25 and 40 and 45 of the Region of Murcia.
- The Chancellor resolution that convokes it, published in the Official Gazette of the Region of Murcia.

SECTION II - ADMISSION TO BACHELOR'S DEGREES

Art. 7. - Processes for admission to Bachelor' Degree.

The academic body responsible for the admission process of each Bachelor's degree is the Admission Commission of the Degree, composed by the academic staff in charge of the Administration of the Degree and a representative of the Central Secretariat.

The admission process to Bachelor's degrees is based on principles of competitive concurrence, so that if the requests for admission are higher than the

places offered by the university, the following selection criteria will be applied to the applicants, according to the order outlined below:

- Specific preference criteria in the admission established by the verified report.
- Average academic marking criteria accredited by the student.

Only in case of applicants from foreign educative systems, the University will have specific admission procedures, due to the need to verify the authenticity of the official documents that must be submitted by the applicants.

<http://ucam.edu/servicios/secretariacentral/informacion/estudios-universitarios-extranjeros>.

In general, the Central Secretariat will make available for the applicants the admission office every Tuesday of the week after the personality tests: <https://campus.ucam.edu/curso2013/preinscripcion/?v=,> except for the Bachelor's degrees that establish *a priori* different admission dates, due to specific admission procedures that derive from criteria established in the verified report of the degree.

Notwithstanding the foregoing, for the applicants of the degrees in Nursing, Medicine, Dentistry or any other degree in which the demand exceeds the supply, the UCAM can have different admission dates that will be duly notified to the applicant. The admission criteria in these Bachelor's Degrees are the following:

- **Bachelor's Degree in Nursing:** PAU students with a preferential option to Health Sciences will have priority, they will access in order of average mark, which will take into account the marks of the subjects of the specific phase, in compliance with annex I of the Order EDU/1434/2009, of 29 May. In other different options, they will access in order of university entrance exam average mark. The students from Higher Level Vocational Training (health field) will be admitted in order of average mark of the academic record. Based on the number of places available, the holders of university degrees and students who have passed the test for people over the age of 25, 40 and 45 can be admitted as well.

- **Bachelor's Degree in Medicine:** The students with a preferential option to Health Sciences, in order of PAU average mark and with an average mark equal or superior to 11 on 14 will have priority. Only the marks of the specific phase of the last two academic years will be admitted.

Important note: For the applicants that are admitted and that have done the university entrance exam/PAU or the exam for people over the age of 25 in another university or those that are admitted with credit recognition, the General Secretariat provides an **Official Admission Card**, so that they can make the adequate request for Record Transfer from the university in which they carried out the admission tests/university studies.

Art. 8.- Psycho-technical admission tests (psycho-technical test)

The applicants of presence-based Bachelor's Degrees must make a personality test.

The students who have been students in the UCAM previously, weather they have ended their degree or not, as well as the applicants for Adaptation to the Degree Courses are exempt from the test.

Dates of the admission test

The Admission Test takes place every day starting from the admission date, from 9 am to 1 pm.

It is obligatory to deliver the documents corresponding to the admission request before the test. The lack of delivery of such documents causes the exclusion from the admission process.

The applicant must attend such test with his/her DNI (Spanish ID)/Passport/N.I.E (Spanish Identification Document for Foreigners).

SECTION III - RECOGNITION OF CREDITS

Art 9.- Access of applicants with credit recognition

The applicants that, in compliance with the access requirements, have been admitted to the corresponding official Bachelor's Degree studies, can request the recognition of ECTS credits in compliance with the requirements and conditions established in our Regulations on Credit Recognition and Transfer, approved and published in compliance with RD 1393/2007, of 29 October, which establishes the organisation of the official university teachings, as well as the RD 1618/2011, of 14 November, of the recognition of studies in the field of Higher Education.

CHAPTER II – OFFICIAL UNIVERSITY MASTER'S

DEGREE – ACCESS TO MASTER'S DEGREE

Art. 10. - Requirements of access to Bachelor's Degree studies.

The students from any university who fulfil one of the following requirements, established in article 16 of the R.D. 1393/2007, can request the access to Master's teachings:

1. To access the official Master's Degree teachings, it is necessary to have an official Spanish university degree, or one from a higher-education institute of the European Higher Education Area that allows to access Master's Degree teachings.
2. The holders of degrees from educative systems external to the European Higher Education Area can access without the validation of their degrees, after a verification carried out by the University from which they received a training level equivalent to the corresponding official university Spanish degrees and that allows to access postgraduate teachings in the country of issue. The access by this mean does not imply, in any case, the validation of the degree before the concerned person receives it, nor its recognition for other reasons than taking the master's teachings.

Equally, and in compliance with article 17 of the above mentioned R.D., the admission criteria concretely authorised in the corresponding verification reports must be taken into account, both in relation to specific admission requirements and in relation to criteria to assess the specific merits of each Master's degree or that the University establishes, and that can be consulted in the web page of each degree http://ucam.edu/estudios/postgrados#master_oficial

Art. 11.- Deadline of the application for access.

In general, the period for the application starts in April and it lasts until fifteen days before the beginning of each Master's degree.

The applicant must present the request within the deadlines established by the Central Secretariat.

Art. 12.- Documents to present.

All the documents necessary for the admission request must be presented by the student in the established modality, with no exception regarding the quantity or the presentation modality. The absence of one or more documents will impede the creation of the admission file. In any case, the following documents are requested:

- Duly formalised application form signed by the student and with the validation of the payment or the receipt payment. To fill in such document, the student must access the on-line inscription System of the UCAM <https://campus.ucam.edu/web/preinscripcion> and follow the detailed instructions. This document must be delivered on paper to the Central Secretariat - Official Master Admission, and it must be scanned and uploaded to the on-line inscription system.
- 1 Passport size photo in JPG format. Such file with the picture of the student must be uploaded to the on-line inscription system.
- Duly certified photocopy of the DNI (Spanish ID) or Passport (front and back). In any case, this document must be delivered on paper to the Central Secretariat - Official Master Admission of the UCAM, and it must be scanned and uploaded to the on-line inscription system.

- A photocopy of the receipt of the Degree that gives access to the Master's degree.
- A photocopy of the academic certification of studies completion in which the completion date and the payment of the issue fee must be specified, as well as the average mark out of 10, in compliance with RD 1125/2003. In any case, this document must be delivered on paper to the Central Secretariat of the UCAM, and it must be scanned and uploaded to the on-line inscription system.
- In case of studies that require the presentation of a specific level in a Foreign Language for the Access and/or Issue of the degree, the applicant must present a certification that demonstrates his mastering of a foreign language recognised in the Common European Framework of Reference for Languages.

If the degree presented by the applicant has been issued by a non-Spanish-speaking country, the student must also present the certified translation into Spanish.

Furthermore, if the degree has been issued by a country that doesn't belong to the EU, it must be legalised in compliance with the agreement in force on mutual recognition of degrees (Hague Convention) or through diplomatic channels in case of countries that have not signed any agreement, and with a certified translation into Spanish, when needed.

SECTION II - ADMISSION TO MASTERS DEGREES

Art. 13. - Processes for access to Master's Degrees.

The academic body responsible for the admission process of each Master's degree is the Admission Commission of the Degree, composed by the academic staff in charge of the Administration of the Degree and a representative of the Central Secretariat.

The admission process in Master's degrees will comply with principles of competitive concurrence, in such manner that if the requests for access are higher than the University's offer, the following selection criteria will be applied to the applicant, according to the order specified below:

- Specific selection and preference criteria in the admission, established by the verified report.
- Average academic marking criteria accredited by the student.

Only in case of applicants from foreign educative systems, the University will have specific admission procedures, due to the need to verify the authenticity of the official documents that must be presented by the applicants.

SECTION III - RECOGNITION OF CREDITS

Art 14.- Access applicants with credit recognition

The applicants that, in compliance with the access requirements, have been admitted to the corresponding official Master's Degree studies can request the recognition of ECTS credits in compliance with the requirements and conditions established in our Regulations on Credit Recognition and Transfer, approved and published in compliance with RD 1393/2007, of 29 October, which establishes the organisation of the official university teachings.

TITLE II - REGISTRATION

CHAPTER I - REGISTRATION SET OF RULES

Once admitted, the student formalises his/her registration starting from the dates established by the University, and following the instructions of the Central Secretariat.

The Central Secretariat will activate the registration, which will be available on the web page and in the SC itself. It will also provide again the admission card; in case the student needs it for the corresponding record transfer.

For the students that access with Credit Recognition, depending on the degree, the Central Secretariat will establish to modalities for the registration. The student can get an appointment and go directly to the Secretariat in the specified date and time, or he/she can register on-line prior notice from the Central Secretariat.

Art. 15. Ordinary registration period.

1. During this period, the student must formalise the complete registration to the academic year, including the subjects of the first and second term. It will be fixed by the Central Secretariat <http://www.ucam.edu/servicios/secretariacentral/informacion/matriculacion>

2 In general, the students can register to the Undergraduate Dissertation when they have more than 90 credits, in those degrees that have 180 ECTS; 150 if the degree has 240; 210 if the degree has 300; and 270 if the degree has 360 ECTS, always within the deadlines for registration established by the University.

Art. 16. Registration modification.

1 As a general rule, new students cannot modify their registration outside their ordinary period, and must register for the first full academic year, however, the specific cases of part-time registration set out in the Regulation on Continuation of Studies.

2 The new students that request the recognition of credits, once they know the result of that request, must consequently request the modification of their registration within a maximum period of 15 days from the communication of the resolution (non-recognised subjects). This modification is subject to the maximum amount of credits established in its verification report.

Article 17. Registration extension.

1. In general, the extension will be done from February 1 to February 28.

2. The student, once registered during the ordinary period, can use this extraordinary period to extend his/her registration, being subject to the following conditions:

a) In general, the extension of the registration is carried out only for subjects of the second term.

b) The student can extend the registration for a maximum of 3 subjects of the second term in the first and following registrations.

c) The student can switch up to 3 subjects registered in the first registration, and they must belong to the second term and shall not belong to the subjects excluded by the degree from the modification and extension of the registration. These extensions will be subject to the maximum amount of credits to which he/she can register for each academic year.

All students must know that certain subjects can be excluded from the set of rules for the extension of the registration due to their teaching methodology (laboratory, practices, *practicum*, etc.). Such subjects will be determined for each degree at the beginning of the academic year, so that, when the registration is formalised in the ordinary period, the student will know the subjects that can't be subject to the registration's extension.

The extension of the registration cannot be done either in those optional subjects that have completed the offered places.

Article 18: Change in teaching modality (presence based/blended learning/on-line).

Students may request a change in the teaching modality (presence-based/blended learning/on-line) at the beginning of the academic year, through request to the Central Secretariat. The concession of such change will be contingent upon the full implementation of the courses in the various teachings.

Art. 19. Cancellation of registration of new students.

- 1 The cancellation of registration in Bachelor's degree studies will be admitted, with a refund of the amount paid, except for the amount fixed for pre-registration and reservation of place, when requested no later than 15 calendar days before the start of the course or for reasons attributable to the university. The cancellation will be carried out *ex officio* by the

University if the student does not meet any of the access and/or admission requirements necessary to formalise the registration or if the payment of the registration has not been made within the established deadlines.

Link to Academic Calendar:

(http://www.ucam.edu/sites/default/files/servicios/jefatura_estudios/calendario.pdf)

- 2 The cancellation of registration in Master's studies will be admitted, with a refund of the amount paid, except for the amount fixed for pre-registration and reservation of place, when requested no later than 15 calendar days before the start of the Master or for reasons attributable to the university. The cancellation will be carried out *ex officio* by the University if the student does not meet any of the access and/or admission requirements necessary to formalize the registration or when the payment of the registration has not been made within the established deadlines.

Link to Academic Calendar:

(http://www.ucam.edu/sites/default/files/servicios/jefatura_estudios/calendario.pdf)

Art. 20. Optative subjects. Minimum number of students enrolled.

The minimum number of students enrolled to be able to activate an optional subject is generally fixed at 15 students. Class groups with a smaller number of students must be expressly authorized by the competent academic body.

CHAPTER II - Venue change

Art. 21. Concept of venue change.

The student can request a change of university venue if he/she is registered in an official degree of the UCAM that is taught simultaneously in Murcia and in Cartagena and he/she wants to continue his/her studies in a different venue. To request the change of venue there must be available places in the same degree, as established by the verification reports of ANECA (National Quality Assessment and Accreditation Agency of Spain).

Art. 22. Requirements to request venue change.

The applicants for venue change must meet the following requirements:

- To study the same curriculum in which the applicant was last registered.
- To have completed a minimum of 30 credits in the academic year prior to the one in which the change of venue is requested.
- To have no pending disciplinary proceedings.
- In the academic term in which the change of venue is effective, there must be students registered in the subjects in which the student registers and/or the minimum number established by the UCAM to activate them must be met (in case of mentions, at least 10 students must be registered).
- To submit the application in time and form, within the period established for the change of venue.

Art. 23. Applications and submission deadline

The time-period to request the change of venue will be published by the Secretariat of each venue and, in general, it will go from July 1 to July 15 and from September 1 to September 15. The applications submitted from the July 1 to July 15 will be solved during the second half of July. The applications submitted from September 1 to September 15 will be solved during the second half of September.

The result of these applications will be published on the web page of the Central Secretariat of each venue.

The application document available in the Secretariat of the venue in which the student is studying must be filled in and then submitted.

Art. 24. Process and allocation order of applications.

1. In each academic year, the official degrees will establish a number of available places in each venue in order to request a change.
2. In case of issuing an application for university venue change, the Secretariat of each venue will verify if the student meets the established requirements.
3. In case the number of applications is higher than the number of offered places for this circumstance, the available places will be allocated among those students that meet the necessary requirements, as established by the following order of preference:
 - a. Best academic record.
 - b. In the event of a tie in the academic record, the greatest number of credits obtained will be kept into account (in case of studies with credits from external practices, in the first case, the total amount of such credits will prevail, and then, the total amount of credits in general).
 - c. In case of a tie, the working and/or personal situation of the applicant will be considered.
4. The resolution of the application for venue change is adopted by considering the observations of the Administration of the degree, the Verified Report of the Official Degree and the compliance of the above mentioned requirements. The list of venue changes will be published as briefly as possible after the end of the deadline for the submission.
5. In case of renouncing to the resolution conceded by the venue change, it will be a duty of the student to communicate it in a written form to the Secretariat, so that the university can give his/her place to another applicant. No modification of the venue change will be granted after the deadline.

FIRST TRANSITORIAL PROVISION.

Notwithstanding this regulation, in compliance with art.1 the *Royal Decree Law 5/2016, of 9 December, on urgent means for the*

extension of the calendar of implementation of the Organic Law 8/2013, of 9 December, for the improvement of educative quality, access and admission to official university degree teachings will be carried out as follows:

⌘ Until the entry into force of the norms resulting from the Social and Political State Pact for education, the requirements for access to the official university degree teachings for the students who have obtained the baccalaureate will be the following:

⌘ Those who enter prior to the academic year 2017/18 must have passed the University Entrance Examination established in article 38 of Organic Law 2/2006, of 3 May, or the examinations established in previous regulations with a similar purpose.

⌘ For those who access in the academic year 2017-2018 and until the entry into force of the norms deriving from the State Political and Social Pact for education, the mark obtained in the test made by students who want to access university, mentioned in article 36 bis of the Organic Law 2/2006, of 3 May, will be the arithmetic average of the numerical marks of each of the general subjects of the core subjects group and, when applicable, of the subject Co-official Language and Literature, expressed in a scale from 0 to 10 with two decimal places and rounded off to the nearest hundredth. This mark should be equal or superior to 4 scores, so that it can be kept into account for the access to the official university degree teachings.

The mark for the access to university studies for these students will be calculated by weighting a 40% the mark of the test mentioned in the previous paragraph and a 60% of the final mark of the phase. They will be considered to meet the access requirements if the result of this weighting is equal to or greater than five points.

The mark obtained in each of the optional subjects of the group of core subjects of the previously mentioned test can be kept into account for the admission to official university degree teachings when a procedure of competitive concurrence takes place.

The educative administrations, in collaboration with the universities, which will take over the functions and responsibilities that they had in relation to the university entrance exams, will materially organise the test mentioned in the previous paragraph. Nevertheless, each educative administration can define the scope of the collaboration of its universities in the realisation of the test. Such evaluation will be valid for the access to different degrees of Spanish universities.

Þ The students who have the following foreign degrees can access the university:

1) Students with the European Baccalaureate or international Baccalaureate.

2) Students from educative systems of the European Union member states or of other States with which an international agreement has been signed.

Since the academic year 2014/15, the admission of these students to official university degree teachings will be carried out in compliance with article 38 and the additional provision 33 of the Organic Law 2/2006, of 3 May, as well as with its development norms.

Þ The students with the diplomas of Senior Technician and Higher Sports Technician, or those that have a qualification, diploma or study equivalent to the baccalaureate, obtained or made in educative systems of countries that are not members of the European Union, with which no international agreement has been signed for the recognition of the high-school diploma on a reciprocal basis, that access the academic year 2014/15 or any following year must meet the requirements specified in the additional provision thirty-six of the Organic Law 2/2006, of 3 May.