



REGULATION ON CONTINUATION OF STUDIES FOR BACHELOR'S AND
MASTER'S DEGREE STUDENTS OF THE
UCAM Catholic University of Murcia

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UCAM Catholic University of
Murcia

Preamble

The introduction, in our University, of official Bachelor's and Master's degrees adapted to the European Higher Education Area (EHEA), regulated by the Royal Decree 1393/2007, of 29 October, modified by RD 861/2010, of 2 July, makes it necessary to develop specific norms that answer to the requests of a society that is constantly transforming, based on the function, taken on by the University, which consists in training the students throughout their lives. Such training must be compatible with study, work and family life.

This regulation defines the general framework that must be applied to determine the condition of progress and continuation of studies of the students in the different official degrees offered by the UCAM Catholic University of Murcia of Murcia in the field of degrees offered in the EHEA.

Facing the deep changes that the new degrees imply in relation to the ones of the previous university order, this regulation has been written in compliance with the Organic Law 4/2007, of 12 April, which modifies the Organic Law 6/2001, of 21 December, on Universities, articles forty-six and ninety; and with the Legislative Royal Decree 1/2013, of 29 November, which approves the consolidated text of the General Law on rights of persons with disabilities and on their social inclusion, in its article twenty, and it establishes:

- Equality of opportunities and non-discrimination for reasons of gender, race, religion or disability or any other condition or personal or social circumstance in access to university, access to centres, continuation of studies and exercise of academic rights.
- Help to combine studies with working life.
- The universities will establish the adequate measures to favour the sports practice of the members of the university community and, as the case may be, they will provide the tools for the effective compatibility of such practice with the academic training of the students.
- In order to grant the right to an inclusive education of persons with disabilities and without prejudice to the measures foreseen in the regulation regarding education, the following additional guarantees are established:

The persons who attend university studies, whose disability severely hampers the adaptation to the set of rule of the calls for exams established with a

general character, can request (and the university are obliged to concede), in compliance with the corresponding norms on continuation of studies that, in any case, shall consider the situation of the persons with disability that attend the university, the increase of the number of calls, as long as this is a compensation for their difficulties, without compromising the required level. The tests will be adapted, when needed, to the characteristic of the disability of the person concerned.

Furthermore, the recommendations specified by the ANECA (National Quality Assessment and Accreditation Agency of Spain) regarding the norms of progress and continuation of studies established in the following document, have been included: Universities and regulations on continuation of studies. Reflections for the future (ANECA, 2012). In this way, the intention is to give an answer to the new scenario that has been opened in the universities with the implementation of the European Higher Education Area.

OBJECT AND FIELD OF APPLICATION

This regulation wants to regulate the condition of registration, continuation of studies and progress of the students in the UCAM Catholic University of Murcia. It applies to the teachings taught by this University in the official Bachelor's and Master's degrees and it is valid in the entire national territory.

The official joint degrees taught with other universities (in case there are any), which are regulated by the agreements and the corresponding verification reports are excluded from this regulation. The university-specific degrees will also be excluded from this regulation.

TITLE I: DEDICATION MODALITIES

Based on the dedication that the student can have in the progress and development of the degree to which he/she registers, he/she will be considered as a full-time or a part-time student, in accordance with the limitations, places and requirements established by the corresponding registration norms established by the Central Secretariat of the University.

Article 1. Full-time student

1. The full-time student is the one who has accessed the university recently and has registered to at least 60 ECTS in the same academic year. In case of bachelor's degrees, in general, the recently accessed student at his/her first registration will always be a full-time student, as long as he/she does not meet the requirements specified in section 1 of article 2 of this norm.

Article 2. Part-time student

1. The part-time student is the one who registers for the first time as a new student with less than 60 ECTS in the same academic year.

Article 3. Registration of full-time and part-time students.

- 1 The new students with full-time dedication will make effective their annual registration in at least 60 ECTS, except for the cases specified in art. 3.5 of this norm.
- 2 In bachelor's degrees, in exceptional cases and prior request submitted to the Central Secretariat, addressed to the Dean/Vice-dean/Director of the degree, the students can register to 78 ECTS and they can extend the number of credits for duly justified causes or for being in the condition of finalising their studies. Only the registration to subjects corresponding to two consecutive years can be made effective.
- 3 In the following registration, the student registers to at least the minimum credit unit (subject) of the curriculum.
- 4 In those cases in which the student accesses for the first time the university and requests the recognition of credits, he/she will register to at least 30 ECTS. This minimum will be subject to the total implementation of the curriculum of the degree to which he/she accesses, and it will not have to be completed in those cases in which the student can only register to a number of credits that is more reduced than the previously mentioned one.
- 5 The student who registers as a part-time student will register to a minimum of 30 ECTS, in those cases that are duly justified by working situation, high-level sports practice, special educative needs, family responsibilities, students-representation responsibilities or any other similar consideration that hampers the exclusive dedication to full-time study. The set of rules of registration will be preserved during the entire academic year.

Notwithstanding the foregoing, in the blended and distance learning, part-time enrollment may be formalized from 18 ECTS, in those cases duly justified for reasons of work nature, high-level sports practice, special educational needs, family responsibilities, representation student or any other similar consideration that hinders the exclusive dedication to full-time study. The enrollment regime will be maintained throughout the academic year.

- 6 The change of condition from full-time to part-time for a new Bachelor's or Master's degree student shall be requested to the Central Secretariat of the University, addressed to the Vice-Chancellorship of Quality and Academic Organisation, body responsible for the positive or negative resolution. The previous conditions will not affect second registration students.
- 7 On an exceptional basis, it is possible to authorise the change from full-time to part time during the academic year, outside from the ordinary period of registration.
- 8 In case of Bachelor's degree studies, the ordinary registration period starts at the beginning of the academic year and it ends before the beginning of the extraordinary exams of December's exam call. During this period, the student formalises the complete registration to the academic year, including the subjects of the first and second term.
- 9 In case of Master's degree studies, the ordinary registration period will be established by the Central Secretariat for each of the masters, based on the dates foreseen for its beginning.

Article 4 Simultaneity of studies

- 1 The students who want to start other studies of the same level in the same or in another University, at the same time as they study in the centre in which they have their academic record, must follow the indications of the Order of September 28, 1984 (Official State Gazette of the Government of Spain - BOE of 9 October).
- 2 To follow two studies simultaneously, it will be a necessary condition for the student to have completely passed the first academic year of the studies that he has already began when he presents the request for simultaneity.

Article 5: Change in teaching (face-to-face/blended learning/on-line modality)

1. In case of Bachelor's degree students, the students can request the change of teaching modality at the beginning of the year, by submitting a request to the Central Secretariat. The concession of such change will be subject to the total implementation of the courses in the different modalities, as well as to the initial economic conditions that were established for the student in the original modality.

TITLE II. CONSTINUATION AND CONDITION OF STUDIES

Article 6. Continuation of studies

1. The continuation of studies of the students in bachelor's degree studies will last a maximum of eight years for full-time students, and of 12 years for part-time students. The continuation of studies for students who alternate full-time and part-time dedication will have a maximum duration of ten years.
2. In the bachelor's degrees with a duration superior to 240 ECTS credits, the maximum amounts specified in the previous section will be increased by two years for each 60 ECTS credits or section.
3. The students registered to the first year of bachelor's degrees must pass 6 ECTS credits to continue the bachelor's studies to which they have registered, regardless of their dedication set of rules and modality. The student who doesn't carry out any of the assessment tests provided for by the subject (partial, global, practices, exercises and works) will be considered as Not present and he/she will not be admitted to the exam call.
4. The credits recognised by non-university studies or those obtained by participating in university, cultural, sports-related, student representation related, humanitarian and cooperation activities included in the Royal Decree 1393/07, modified by the Royal Decree 861/10 will be counted as credits approved in bachelor's degree studies.
5. The continuation of studies of the students in master's degree studies will grant a maximum of six calls for each subject, unless the report of verification specifies something else.
6. As established in the previous sections, the years in which the student has formalised his/her registration and the registration has not been annulled will be counted as years of continuation of studies.
- 7.

Article 7. CONTINUATION OF STUDIES

1. In exceptional cases and under request of the student it is possible to concede, if there is a justified cause, the possibility to continue the studies to those students that meet the conditions established in article 6, prior request of report to the Planning and Accreditation Commission (CPA).

Article 8. Loss of continuation of studies regime

1. The student of the UCAM Catholic University of Murcia will lose the continuation of studies regime if he/she incurs in one of the following causes:
 - The student ends his/her studies and he/she carries out the request of the corresponding degree.
 - The student, upon express request, carries out the transfer of the academic record to another Centre.
 - The student uses up the maximum number of calls in some subject (6), in addition to the “additional exceptional call”, without passing the subject.
 - The student, upon express request in the Central Secretariat or in the Postgraduate Secretariat, notifies his/her voluntary and final resignation.
 - As a consequence of the application of a penalty resulting from a disciplinary proceeding.
 - The student who, after two consecutive academic years, has not registered to the degree. A successive reincorporation would be conditioned by the availability of places by the University.

Article 9. Calls for exams.

1. Bachelor's degree students have six calls to pass each subject of their degree. The students who do not pass an optional subject in the established calls can choose another one among the ones offered by the university, and they will have the same amount of calls available to pass the new subject.
2. Bachelor's degree students who have used up the six calls of a subject without passing it can request to the Vice-Chancellorship of Quality and Academic Organisation, through a reasoned written document and the accreditation of the foregoing, the concession of an additional exceptional call (CAG). Such request will be processed from the Central Secretary.
3. In case of Master's students, the total amount of calls for each subject will have a maximum limit of six, unless the verified report establishes something different. The students who have used up the six calls of a subject without passing it can equally request the Extraordinary Call, in the same terms established in the previous paragraph for bachelor's degree studies.

Article 10. Additional Exceptional Call (CAG)

1. Once the six calls corresponding to a subject have been used up, the student, in order to continue his/her degree studies, must request the CAG in the Central Secretariat, which will transfer it to the Vice-Chancellorship of Quality and Academic Organisation that will study and assess it.
2. The student will register to the subject with such modality and he/she will have the right to an assessment call linked 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 is resolved.
4. The degree will define a follow-up plan in agreement with the student, and the plan will be sent to the Vice-Chancellorship of Quality and Academic Organisation, so that the student can attend the exams with guarantees.
5. The student must attend the assessment test before the end of the academic year in force, otherwise the additional exceptional call will be considered as used out and he/she will not be able to continue his/her studies in this university.

Article 11. Compensated subject in Bachelor's degree studies

1. The students who have passed all the subjects, except one, that lead to obtaining the official degree they are studying according to the corresponding curriculum, can use the modality of "Compensatory Assessment", prior request to the Central Secretariat, if they also meet the following requirements:
 - To have formalised the registration to the subject to compensate in the academic year in force before submitting the request for compensatory assessment.
 - To have used up the first two calls and to have attended the corresponding final exams.
 - To have obtained in the subject that might be compensated a minimum mark of 3.5 in one of the two required calls.
 - The subject of the application should not be expressly excluded by the degree from such condition.
 - The student must have only the credits corresponding to such subject and the credits corresponding to the Undergraduate Dissertation (TFG), which in no case can be subject to compensatory assessment, pending.
 - The student should have no disciplinary proceeding opened nor should be waiting for the execution of a sanction.

- The request must be submitted to the Central Secretariat during the twenty calendar days following the publication of the marks of the call concerned.
- 2 The fact of requesting the “Compensatory Assessment modality” does not give the right to receive a favourable resolution or to pass the subject.
 - 3 The students who pass the subject with this modality will have a 5 mark in their record, with an indication of Compensatory Assessment.

Article 12. Students with special academic needs.

- 1 The students with specific academic needs whose disability severely hampers the adaptation to the set of rule of exam's call established in general will be considered as students with special academic needs.
- 2 Such students can request the extension of the number of calls of the general set of rules of continuation of studies in one and only for one subject, as long as it compensates their difficulty, without compromising the required level.
- 3 The tests are adapted, as long as it is possible from the academic point of view, to the characteristic of the disability of the person concerned.
- 4 The University will assess each specific case through the Assessment and Psychological Counselling Service and the Legal Service, and it will adopt the adequate measures.
- 5 The student must demonstrate, when he/she registers, that his/her situation is covered by this article.

TITLE III. VISITING STUDENT

The need to give answers to the requests of the applicants who want to take specific subjects taught in this University, and who receive such information in an extra-curricular form and for limited periods of time, in order to improve and expand their knowledge in a specific subject, and the non-existence of a formal regulation of such situations has motivated the elaboration and the entry into force of this norm.

Article 13. Condition of visiting student.

- 1 All the Spanish and foreign students who want to expand or complete their training by taking subject corresponding to official studies of the UCAM Catholic University of Murcia, in an extra-curricular way and with no academic effect,

will be considered as visiting students. Those students will not be included in the headcount of the new students of the degree.

These students will not access the university with official procedures, but they will have to meet the legal requirements of access to university studies or to have taken university studies before, and they should not be included in the framework of the programme, agreement or mobility agreement.

In case of foreign students, a proof of Spanish language proficiency equivalent to B1 of the Common European Framework of Reference for Languages will also be required.

- 2 The visiting students will be considered as students of the UCAM Catholic University of Murcia during the duration of their registration, and all the academic and organisation norms of the UCAM will be applied to them. In case of non-compliance of any of these norms, the student will be subject to the provisions of the corresponding academic authorities.

Notwithstanding the above mentioned, since they are not regular students of official studies, they do not enjoy the same rights and, in particular, they cannot participate in electoral processes. They will not be kept into account for the “*numerus clausus*” either.

Article 14. Field of application.

1. The visiting student can register to the subjects of the curricula of Bachelor's and Master's degree that are authorised every year by the Administration of the corresponding degree, therefore the human and material resources of the degree will be kept into account.
2. The registration cannot be formalised by this mean for more than 30 ECTS credits per term or 60 ECTS credits per academic year. It is also impossible to pass more than half the credits of an official study by this mean.
3. The subjects of the first year can't be subject to this registration modality, unless the Administration of the Degree establishes something different. It is also impossible to take by this mean the exclusively practical subjects, the Undergraduate Dissertations or Master's Theses, as well as the modules on Research methodology of the official Master's degrees.

Article 15. Admission and registration.

1. The admission will be granted by the Chancellorship, with the authorisation of the Administration of the Degree in which the subject of the petition is taught, after verifying the above mentioned requirements.

2. The admission application of the student must be submitted to the Central Secretariat:
 - For the subjects of the first term or the annual subjects, during the official period for reserving a place established in general by the University.
 - For the subject of the second term, in the first fifteen day of the official period for the extension of the registration.

The application must be submitted with the documents that justify the compliance of the requirements of this type of registration.

3. Once the admission request of the visiting student receives a positive answer, the student must formalise the registration to these subjects:
 - For the subjects of the first term or the annual subjects, during the official registration period established by the University.
 - For the subject of the second term, in the remaining time of the registration extension period, after obtaining the answer to the admission application.
4. In case of visiting student registration, the registration fees established for the degree concerned shall be paid for each academic year.

After the beginning of the academic year, no reimbursement of the amount paid for the registration nor of any other cost that the visiting student faces due to his/her stay in the UCAM will be made.

5. The admission and registration as visiting student does not imply, in any case, the recognition of the fulfilment of the admission requirements established by the legislation in force to take official studies.
6. It is forbidden to register to the same degree as visiting student and as ordinary student simultaneously.

Article 16. Studies recognition.

In case the visiting student accesses at a later time the degree by any of the legally established means, the subjects passed as visiting student will have plain academic effects on the official record.

Article 17.- Teaching and assessment.

- 1 The offer of places for visiting students cannot affect, in any case, the definition of the teaching proposal of the degree, not even by continuing teaching an optional subject if the minimum amount of students established by the University to activate it is not reached.
- 2 The right to teaching and assessment will apply exclusively to the academic year in which the visiting students register, without generating any other right for the following years.
- 3 The assessment and marking system will be the one of the official studies of the UCAM Catholic University of Murcia of Murcia.
- 4 The students who do not stay in the University during the entire year (in case of annual subjects) or during the entire term (if the subject lasts one term) cannot participate to the assessment tests.

Article 18. Insurance and health assistance.

The visiting students will not be included in the field of application of the academic insurance; therefore, when they formalise the registration, they must demonstrate that they are entitled to receive health care from the Social Security or that they have an accident and health assistance insurance that covers the period of their studies.

Article 19.- Academic certificates.

- 1 The studies taken as visiting students will not lead to obtaining a degree.
- 2 To prove the teachings attended, a "Certificate of Assistance" will be issued for those students who pass the corresponding assessment tests. The certificate will specify:
 - The visiting student modality.
 - The extra-curricular nature of the training, which will have no academic effect.
 - Data of the subject:
 - Name
 - Number of ECTS
 - Curriculum and date of publication in the Official State Gazette of the Government of Spain.
 - Mark obtained.