



Regulations on Credit Recognition and Transfer in Bachelor's and Master's Degree programmes

Academic year 2020/21



PRESENTATION

The Spanish Royal Decree (hereinafter R.D.) 1393/2007, of 29 October, through which the organisation of the official university programmes is established, and the R.D. 861/2010, of 2 July, which modifies the previous one, includes, in article 6, that, in order to make the mobility of students effective, both inside and outside the national territory, the universities will elaborate and make public their regulation regarding the system of credit recognition and transfer. The mentioned article established some definitions for the recognition and the transfer that substantially modify the concepts of validation, adaptation etc. that have been used until now. In turn, the persistence and the progressive extinction of the study programmes previous to the entry into force of the R.D. 1393/2007, of 29 October, causes situations that must be regulated and, for this reason, it is essential to establish a system of recognition and transfer of credits, in which the credits earned by a student in a university can be recognised and included in his/her academic record and reflected in the European Diploma Supplement, regulated by the R.D 1044/2003, of 1 August.

One of the objectives of UCAM Universidad Católica San Antonio de Murcia is to foster the mobility of its students to boost their academic and personal development. For this reason, in addition to what is stated in article 6 and 13 of the R.D. 1393/2007, and by virtue of the regulation established by the R.D.1618/2011, of 14 November, on the recognition of studies in the field of Higher Education, UCAM has developed the following regulation on the recognition and transfer of credits applied to its students.

1. SCOPE OF APPLICATION

The field of application of this regulation consists in the official university Bachelor's and Master's programmes, as established by the provisions of articles 6 and 13 of the R.D. 1393/2007, of 29 October, and its modification in R.D. 861/2010, of 2 July, which establishes the organisation of the official university programmes.

2. COMMISSION OF RECOGNITION AND TRANSFER OF CREDITS OF THE DEGREE (CRT)

Composition of the Commission and Recognition and Transfer of Credits of the Degree (*Comisión de Reconocimiento y Transferencia* hereinafter CRT) and its competences

BACHELOR'S DEGREE

The Commission of Recognition and Transfer of Bachelor Credits will be composed of:

- a) The **President**, who will be represented by the Dean, the Vice-dean or the Director of the degree.
- b) The **Secretary**, who will be represented by the Deputy Director, the Academic Secretary of the degree or by a member who receives the delegation from the President of the Commission.
- c) **Two permanent members**, with the option of adding one or more members at the request of the Administration of the Degree, after the authorisation of the Vice-Chancellorship for Quality and Academic Organisation and depending on the volume of recognitions that it generally resolves.

d) **Transversal Member:** For the resolution of the credit recognitions that affect the subjects of the study programmes of UCAM related to the Module of Integral Education/DECA (*Declaración Eclesiástica de Competencia Académica*), as well as of those subjects that include linguistic competences in foreign languages, a transversal member dependent on the Central Unit of Religious Sciences or on the Language department, respectively, will be included in the CRT of the Bachelor's or Master's Degree whose study programme includes those subjects.

MASTER'S DEGREE

The Commission of Recognition and Transfer of Credits of the Degree will be composed by:

a) The **President**, who will be represented by the Dean, the Vice-dean or the Director of the degree.

The Commission will be able to include one or more members at the request of the Degree Management, after the authorisation of the Vice-Chancellorship for Quality and Academic Organisation and depending on the volume of recognitions that it generally resolves.

b) **Transversal Member:** For the resolution of the credit recognitions that affect the subjects of the study programmes of UCAM related to the Module of Integral Education/DECA (*Declaración Eclesiástica de Competencia Académica*), as well as of those subjects that include linguistic competences in foreign languages, a transversal member dependent on the Central Unit of Religious Sciences or on the Language department, respectively, will be included in the CRT of the Bachelor's or Master's Degree whose study programme includes those subjects.

Competences of the CRT:

- To verify that the documents provided with the request for recognition/transfer of credits is correct and can be used in the type or recognition of credits requested by the student.
- To verify that the information and the data collected in the request for recognition/transfer is justified, verified and is based on the documents provided by the student.
- To value to adaptation of the requested recognitions, considering the legislation in force in the subject and this Regulation, the documents provided by the student, as well as the adaptation between the content and the competences of the elements of origin and destination of the recognition.
- To solve the requests of recognition/transfer of credits in compliance with the terms set out in the previous points.
- To elaborate and keep up to date the automatic tables of recognition. These tables must be published.

3. DEFINITIONS

a) Recognition of credits

The recognition of ECTS credits implies the acceptance, by UCAM Universidad Católica San Antonio de Murcia, of the credits that, having been obtained in superior official or non-official programmes (university-specific degrees), or through work or professional experience related to the degree they are accessing to, are taken into account for the purpose of obtaining an official degree.

b) Credit transfer

The credit transfer implies that, in the official documents or academic certificates that prove the courses attended by each student, UCAM will include all the credits obtained in the official programmes taken before, in the same or in another university, which have not led to obtaining an official degree.

c) European Diploma Supplement

All the credits obtained by the student in official courses attended in any university, the transferred ones, the recognised ones, the earned ones and any other credit that the student has earned to obtain the corresponding Degree, will be included in his/her academic record and they will be reflected in the European Supplement for the Degree.

d) Resolution of Recognition and Transfer

It's the name of the document for which the Commission of Recognition and Transfer of Credits accepts the recognition of the credits subject of the request.

4. NORMS ON THE RECOGNITION OF CREDITS

4.1. General Criteria

4.1.1. Basic Training

a) Ever since the year 2017/18, and in accordance with the *R.D. 195/2016, of 13 May, which modifies the R.D. 1393/2007, of 29 October, which establishes the organisation of the official university programmes*, as long as the degree that the person wants to obtain belongs to the same branch of knowledge, a number of credits that must be at least 15 per cent of the total amount of credits of the degree, corresponding to subjects of basic training of that branch, will be subject to recognition.

b) In case of degrees belonging to different branches of knowledge, the credits obtained in those subjects of basic training that belong to the branch of knowledge of the degree of destination will be subject to recognition.

In both cases, the Commission of Recognition and Transfer of Credits of the Degree (CRT) will decide, under the request of the student, to which of those subjects are attributed the credits of basic training of the branch of knowledge obtained in the degree of origin. In the case provided for in section b), the recognitions will be done by considering the adaptation between the competences and the knowledge associated with such subjects.

Only in case of obtaining a smaller number of credits associated with an original basic training subject, the Commission of Recognition of the Degree will establish if it is necessary to complete the destination subject for the formative complements designed to acquire the corresponding competences.

4.1.2. Bachelor's Degree Programmes. Rest of credits (subjects of other branches of knowledge, compulsory, optional, external internship and Undergraduate Dissertation).

The rest of the credits can be recognised by the University considering the adaptation between the competences and the knowledge associated with the remaining subjects attended by the student or associated with a previous professional or working experience and foreseen in the plan of study or with a cross-disciplinary nature.

The credits corresponding to the Undergraduate Dissertation (*Trabajo de Fin de Grado* - TFG) can't be subject to recognition, as established by article 6 of the R.D. 861/2010, of 2 July.

4.1.3. Adaptation courses.

The recognitions carried out as an adaptation course will be subject to the provisions of the corresponding Report of verification and the legislation in force on the subject.

4.1.4 Recognition of credits in Master's Degree programmes.

The credits corresponding to subjects passed in official Master's degree programmes can be subject to recognition, depending on the adaptation between the competences and knowledge associated with the original subjects and the ones provided for by the study programme of the Master's Degree.

The credits obtained in official programmes of four or more years degree (*Licenciatura*), Higher Engineering or Architecture can be recognised provided that they come from subjects linked to their second year and taking into account the adaptation of competences between the original subjects and the destination subjects of the recognition.

The credits obtained in official Doctorate programmes regulated both by the R.D. 1393/2007 and the R.D. 99/2011 and by the previous R.D. 185/1985, R. D. 778/1998 and R.D. 56/2005, taking into account the adaptation between the competences and knowledge associated to the subjects taken by the student and the ones that are contemplated in the Master's Degree.

The credits corresponding to Master's Thesis (hereinafter TFM) can't be subject to recognition, as established by article 6 of the R.D. 861/2010, of 2 July.

In case of interuniversity Master's Degree programmes, the norms of recognition of credits of the coordinating university will be applied.

4.1.5. Additional criteria

a) The credits, modules or subjects defined by the Government in the regulations regarding the official studies that authorise to exercise regulated professions will be subject to regulation.

b) As established by R.D. 861/2010, of 2 July, in point 5 section 8, in case of Bachelor's Degree studies, the University will recognise, based on its study programme, at least 6 credits, for participating in cultural, sports-related, student representation-related, humanitarian and cooperation activities, in compliance with the regulation regarding the extracurricular activities developed by the Catholic University. This type of credits will be generally attributed to the credits of elective subjects. The students that have taken official courses previous to the R.D. 1393/2007 will request the recognition for the above mentioned activities, which they will have to demonstrate, and the credits will be recognised by the Commission of Recognition and Transfer of Credits, upon proposal of the CRT. These activities will be recognised as PASS. (See Annex I)

c) The academic credits for the professional and working activity made by the student can be recognised. The CRT will define the basic guidelines and the corresponding tables of recognition for the professional experience, related with the subject/s of the recognition.

d) Equally, the training credits of non-official university programmes where the competences subject to recognition were acquired can be recognised, after receiving the certification of the study programme undertaken.

Notwithstanding the foregoing, respecting one of the inspiring principle of the training at UCAM such as the Values-based Education, in the light of Christian Humanism, our University included in all its Bachelor's Degree programmes certain subjects grouped in the Modules of *Integral Education* and *Catholic Theology and its Pedagogy* (DECA). Given that these subjects are fundamental for the integral training of our students, they can't be subject to recognition for university-specific degrees except for those that are taught and certified by UCAM, in order to fully grant the acquisition of the corresponding competences for each student.

e) In the case described in sections c) and d), the number of recognised credits will not be superior to 15% of the total amount of credits that constitute the study programme. The recognition of these credits will not include their mark because they won't be kept into account for the purpose of defining the scale of the record, in compliance with article 6 of the R.D. 1393/2007, in the version given by R.D. 861/2010.

f) The credits deriving from the university-specific degrees can be exceptionally recognised in a percentage superior to the one indicated in section e) or, where appropriate, they can be recognised in their entirety if the corresponding university-specific degrees of UCAM has been closed and substituted by an official degree, in compliance with article 6 of the R.D. 1393/2007, in the version given by R.D. 861/2010.

g) Moreover, as established by mentioned R. D. 861/2010, of 2 July, the credits obtained in other official higher programmes can be the object of recognition. In this sense, the R.D. 1618/2011, of 14 November, regarding the recognition of studies in the field of Higher Education, regulates in detail the recognition of credits among the higher education programmes and it includes in articles 4, 5 and 6 the minimum criteria that must be applied to these recognitions:

g.1) The recognition of studies will be carried out considering the adaptation of the competences, the knowledge and the learning achievements in the subjects that lead to obtaining degrees and modules or subjects of the corresponding senior technician degree.

g.2) When there is a direct relation between the alleged degrees and the programmes that one wants to take, the competent authorities will grant the recognition of a minimum number of ECTS credits which can vary based on the duration of the syllables and study programmes, in compliance with the following:

		Studies to be undertaken (minimum number of credits to be recognised)				
		University Bachelor's Degree	Bachelor's Degree in Arts	Higher Technician Vocational Training	Higher Technician in Plastic Arts and Design	Senior Sports Technician
Studies pursued	University Bachelor's Degree		36	24	24	16
	Bachelor's Degree in Arts	36		24	24	16
	Higher Technician Vocational Training	30	30			
	Higher Technician in Plastic Arts and Design	30	30			
	Senior Sports Technician	27	27			

In these cases, all or part of the practical training passed of a similar nature must also be recognised, and in particular:

- The external curricular internships in higher university and artistic Bachelor's degree programmes.
- The professional modules of Training in Work Centres of the higher-degree vocational training programmes.
- The credits assigned in the phase of practical training in businesses, studies and workshops of the higher-degree vocational training programmes of plastic arts and design.
- The credits assigned in the phase or module of Practical Training of higher-degree sports programmes.

When recognition is sought in order to undertake courses leading to a qualification that gives access to the exercise of a regulated profession, it must be verified that the education pursued meets the conditions required in the curricula and syllabus, the successful completion of which guarantees the necessary professional qualification.

In accordance with these criteria, the Commission of Recognition and Transfer of Credits of each degree will elaborate the corresponding equivalence tables for the recognition of credits of the students who access the university through the official higher non-university studies.

h) Anyhow, only the totality of the certifiable unit requested by the student can be recognised; therefore, it is not permitted to recognise a subject partially.

i) A subject passed by compensatory evaluation can't be used for the recognition of credits.

4.2 Recognition of credits from a current degree (LRU - University Reform Law) to a Bachelor's Degree.

4.2.1. Recognition of the studies of a graduate (LRU) whose original degree belongs to the same branch of knowledge.

Ever since the year 2017/18, and in accordance with the *R.D. 195/2016, of 13 May, which modifies the R.D. 1393/2007, of 29 October, which establishes the organisation of the official university programmes*, as long as the degree that the person wants to obtain belongs to the same branch of knowledge, a number of credits that must be at least 15 per cent of the total amount of credits of the degree, corresponding to subjects of basic training of that branch, will be subject to recognition.

In this case, the Resolution of Recognition and Transfer of Credits will register that the credits of basic training are recognised because a previous official degree was provided.

The rest of the credits will be recognised by subject/s.

4.3 Recognition (*homologación*) and validation of foreign degrees and studies of higher education.

a) It will be possible to partially or completely recognise all the foreign degrees of higher education established by the Spanish Education Ministry, or by any other competent public administration, in compliance with what is established by the legislation in force.

b) The students who want to request the recognition of the subjects studied in official foreign higher studies must adapt to the requirements established in the R.D. 967/2014, of 21 November, which establishes the requirements and the procedure for the recognition and declaration of equivalence to a qualification or to an official university academic level and for the validation of foreign studies of higher education, and the procedure to determine the correspondence to the levels of the Spanish framework of qualification for the higher education of the official degrees of Architecture, Engineering, four or more-year degree (*Licenciatura*), Technical Architecture, Technical Engineering and three-year degree (*Diplomatura*).

c) Regarding the professions linked with Health Sciences, the holders of a foreign university degree who want to work professionally in Spain, apart from obtaining the recognition of their degree, will have to comply with the norms established by Royal Decrees 183/2009, of 8 February, and 459/2010, of 16 April.

d) The criteria that can be applied to the recognition of subjects deriving from foreign degrees will be the same ones applied for the recognition of official studies of Bachelor's and Master's Degree. Therefore, when the student accesses an official university degree for studying or having studied official foreign studies, total or partial, it will be possible to recognise the subjects studied in foreign degrees as long as the competences acquired by the student in the original studies are similar to the ones that he/she would obtain in the studies for which the recognition of credits is requested.

e) The conversion of the marks obtained in a foreign degree of higher education will be made in compliance with the conversion table annexed to this regulation.

This table of equivalences is sorted by countries, in spite of the autonomy of the Higher Education Institutions of some of them with regard to the assignment of grades, which may vary depending on the institution. An attempt has been made to gather this variety of situations, in spite of the extensive casuistry, and some cases might have been left out. Such casuistry must be kept into account, when applicable.

5. NORMS ON THE TRANSFER OF CREDITS

1. In the academic record there will be a clear typographic division between the credits that lead to obtaining the Bachelor's or Master's Degree and the other transferred credits, which have no impact on the fact of obtaining it.
2. The record will be delivered with the literal mark, number of ECTS and the original mark of the subject brought by the student, in no finalised degrees.
3. All the credits obtained by the student in official programmes attended in any other university, the transferred ones, the recognised ones and the passed ones for obtaining the corresponding degree, will be included in his/her academic record and reflected in the European Diploma Supplement, as established by article 6 of the R.D. 1393/2007, in the version provided by R.D. 861/2010.

6. GRADES

1. The grades in the subjects for which the recognition and transfer of ECTS credits is requested will be the same one obtained in the original subjects. In case there are various subjects of origin and only one subject of destination, the mark will be determined through unweighted arithmetic average.

Notwithstanding the above, in the recognitions carried out in compliance with point 4.1.1 of this norm (Basic Training), when the subject of origin of the recognition can't be identified, the grade that can be applied to the subject of destination will count as half the grade of the academic record.

With regard to the Distinction mark (*Matrícula de Honor* hereinafter M.H.) linked to the subject of origin of the recognition, it will be transferred to the subject of destination if the numerical mark that results from the recognition is equal or higher than 9. The Distinction mark included in the academic record of the student with this modality will not be subject to the limits established by art. 5.6 of the RD 1125/2003, of 5 September, which establishes the European system of credits and the marking system in the official university degrees with validity in the entire national territory.

2. In the recognitions that derive from the foreign official university degrees, the conversion of the marks will be carried out in compliance with the equivalence table included in Annex II of this regulation, unless the student presents a marks conversion certificate validated by the Ministry of Education or its official bodies, in which case the latter will prevail.

3. In case of recognition and transfer of credits obtained through the official higher non-university programme, the grade that will be applied to the subjects of the recognition will follow the following norms:

- *Higher Art Studies* The grade to be applied to the subjects to be recognised will follow the norm established in point 1.
- *Higher Level Vocational Training (Formación profesional de Grado Superior* hereinafter *CFGS*). The mark applicable to the subjects to be recognised will be the average mark of the record of the student, in relation to the complete education cycle, computing the record, for this purpose, starting from the academic year 2012/13.

- *Higher-degree vocational training programmes of plastic arts and design.* The grade to be applied to the subjects to be recognised will follow the norm established for the CFGS.
- *Higher-degree sports programmes:* The mark to be applied to the subjects that must be recognised will follow the norm established for the CFGS.

4. In case there is no grade in the subjects to be recognised, they will be recorded as PASS and it will not count for the average grade of the record. This rule will be applied to the recognition of subjects deriving from the studies that compose the Higher Education.

5. In case of recognition of subjects through work or professional experience or through training from university or non-official programmes, the subject will be recorder as PASS and it will not count for the average grade of the record.

6. In case of Adaptation to the Degree Courses for Diplomates, Technical Architects and Technical Engineers, the grade that will be noted on the record of the student for the subjects recognised en bloc will be the average grade of the record of the degree of origin. Nevertheless, in case de qualification of the original record is qualitative, the following conversion table will be used:

Qualitative grade	10 basis	4 basis
<i>Aprobado</i> (Pass)	6	1
<i>Notable</i> (Good)	8	2
<i>Sobresaliente</i> (Excellent)	9.5	3
<i>Matrícula</i> (Distinction mark)	10	4

7. If the average grade of the record does not appear on the academic certification presented by the student, the subjects will be recognised with a grade of 5.

7. GENERAL CONSIDERATIONS

1. The recognised credits will appear in the new record of the qualification of destination with the **literal grade, typology, credits and grade** obtained in the degree of origin, with a reference to the university in which it was taken.
2. In general, the assessable and certifiable unit will be the subject.
3. The recognition of credits will be carried out considering the subject of the syllabus in force when the request for recognition is made. Nevertheless, it will be possible to request the recognition of subjects related to classes of an officially approved study programme which has not been instituted in its entirety yet, as long as the student request for it expressively.
4. The resolution of the recognition of credits will be the result of the detailed study of the documents presented in good time and appropriate manner, in compliance with the indications contained in this regulation.

5. Once a recognition is solved and after including it in the record of the student, the process cannot be undone unless:

- There was a material mistake in its granting.
- Falsity or a documentary mistake are detected in the documents presented by the applicant.

8. PROCEDURE

1. All the credit recognitions will require the express request from the person involved and will be the result of a detailed study of such request and of the accompanying documents.

2. The Governing Council of the University will establish the terms for the submission of requests for the recognition and transfer of credits, as well as the calendar for their resolution. Nevertheless, outside the previously mentioned deadlines, only the requests for recognition that comply with any of the following cases can be admitted:

- Students who are about to end their studies.
- Students who recently entered the second four-months period.
- Students who need to complete the credits to access to curricular practices.
- Students who need to complete their credits to access to the defence of the Undergraduate Dissertation (TFG).

The requests should get a resolution within a maximum period of 40 calendar days since their presentation.

3. **Documents that must be submitted.** For the request for recognition of credits to be admitted, it must be obligatorily submitted with the following documents:

a) Recognition for Official University Studies.

- Academic certification that confirms:
 - The successful completion of the original subjects submitted for the requested recognition.
 - The branch to which the degree submitted belongs.
 - In the regulated professions, the reference to the agreement and the order in which the study programme and the verification requirements are established.
- The programme or the teaching guide of the subject/s on which the recognition request is based.

b) Recognition for non-University Higher Studies.

- Academic certification that confirms:
 - Passed modules or subjects.
 - Average mark of the academic record.
- The programme or the teaching guide of the subject/s in which the recognition request is based or the publication of the programme curriculum in the official gazette, if applicable.

c) Recognition for non-official university qualifications (university-specific degrees).

- Academic certification that confirms:
 - Passed modules or subjects.

- Average mark of the academic record.
 - The non-official nature of the programme.
- The programme or the teaching guide of the subject/s on which the recognition request is based.
- d) Recognition for professional or work experience.
- Professional or working experience as an employee:
 - Employment history certificate.
 - Certificate that describes the functions developed, signed and sealed by the company in which the alleged experience was acquired.
 - Professional or working experience as a self-employed worker:
 - Registration in force in the Special Regime for Self-Employed Workers (*Régimen Especial de Trabajadores Autónomos - RETA*)
 - Sworn statement of the functions developed, signed by the person who requires the recognitions.

4. In case the subjects of origin of the recognition have been passed in qualifications given by UCAM Universidad Católica San Antonio de Murcia, it will only be necessary to present the academic summary of the student's record.

5. For the recognition of subjects from a foreign qualification, the applicant must provide, together with it and in an indispensable manner, the following documentation, which must be duly translated into Spanish, by a sworn translator, and legalised:

- Academic certification that confirms the fact of having passed the subjects of origin presented for the requested recognition:
- The programme or the teaching guide of the subject/s on which the recognition request is based.

6. Notwithstanding the above mentioned points, the Commission of Recognition of the Degree can request to the applicant to present all the documents considered appropriate for the resolution of the requested recognition (books and material used to pass the presented subject, technical projects carried out, material produced in the professional exercise, etc.)

7. Against the agreements made, the student may make a new request for recognition and within 15 days from the notification of the denied recognitions to the applicant.

8. The right to make a new request for the denied recognitions will be extinguished in any case with the academic year in which they were initially requested.

SUPPLEMENTARY PROVISION 1. Mobility.

Apart from what is established in this regulation, the students enrolled in mobility programmes or that fall within the scope of national or international agreements will be subject to their own regulations and in accordance with the learning agreements previously signed by the students and their universities of origin and destination.

SUPPLEMENTARY PROVISION 2. Recognition of B1, B2, C1 and C2 level in a foreign language.

In case it is necessary to confirm a specific language level in accordance with the MCERL, as a requirement to obtain the corresponding Bachelor's or Master's Degree, the student cannot use the document that proves this requirement to recognise credits for other cultural, sports-related, student representation-related, humanitarian and cooperation activities.

SUPPLEMENTARY PROVISION 3. Cultural, sports-related, student representation-related, humanitarian and cooperation activities.

Annex I includes the specific regulation for the recognition of these types of activities, in case of Bachelor's Degree programmes.

ANNEX I

REGULATION ON THE RECOGNITION OF CREDITS FOR CARRYING OUT CULTURAL, SPORTS-RELATED, STUDENT REPRESENTATION, HUMANITARIAN AND COOPERATION ACTIVITIES IN BACHELOR'S DEGREE STUDIES

The R.D. 1393/2007, of 29 October, which establishes the organisation of the official university programmes, and the R.D. 861/2010, of 3 July, which modifies the previous one, in its chapter III article 12.8), in compliance with the regulations of Law 6/2001, of 21 December (BOE 24/12/2001), modified by the Organic Law 4/2007, of 12 April (BOE 13/04/2007), establishes that: In compliance with article 46.2. l) of the Organic Law 6/2001, of 21 December on universities, the students can obtain the academic recognition of credits for participating in cultural, sports-related, student representation, humanitarian and cooperation activities.

All the activities subject to recognition must be previously authorised by the Governing Council of the University.

This regulation regulates the recognition of credits obtained for carrying out these types of activities, through credits of elective subjects in Bachelor's Degree studies, in the different degrees of UCAM Universidad Católica San Antonio de Murcia, undertaken from the academic year 2011/2012.

The recognition of credits is subject to the following conditions:

1. The students enrolled in UCAM can request the academic recognition of credits for carrying out cultural, sports-related, student representation, humanitarian and cooperation activities while attending the university. Therefore, it is envisaged the possibility to recognise at least 6 credits of the total amount included in the study programme.

Annex I includes the table of activities and the maximum number of credits to be obtained per activity.

2. In general, the recognition of the number of credits will be granted in the ratio of 1 credit per 25 hours, unless the number of credits offered in a specific activity is specified.

3. The attribution to optional credits carried out in the record of the student, as a result of the recognition of social and cultural activities, cannot be undone in any case.

TYPES OF ACTIVITIES

Cultural Activities

In this section, the credits for participating in specific activities, conferences, seminars, congresses and other activities organised by UCAM will be recognised. For the recognition of such credits, the student will present the corresponding certificate accrediting the successful completion of such activities.

Sports-related activities

For the recognition of credits for sports-related activities, individual or team participation in championships and university, regional, national and international competitions will be considered. The interested person will have to present a justifying report of the activity carried out and to justify an attendance of at least 80% to such activities.

Student Representation Activities

The University will recognise credits for student representation activities to the students elected as Centre of Faculty Delegates that have participated at least in 80% of the sessions of the collegiate body concerned. The Quality and Academic Organisation Management will issue a certificate, through the corresponding Section, that certifies the appointment and the participation of the student in the adequately convened sessions.

Humanitarian Activities

For the recognition of credits for humanitarian activities, the student has to pass such activities, organised by the John Paul II International Institute for Charity and Voluntary Work (*Instituto Internacional de Caridad y Voluntariado Juan Pablo II* IICV), which will certify the participation in such activities, that will be reflected in the corresponding academic certificate.

For the recognition of credits for Humanitarian Activities, the IICV will establish the criteria for obtaining the credits in this section.

Cooperation Activities

The credits included in this section will be recognised for the activities carried out through:

- Internship in the Protocol Office
- Educational Cooperation Agreements
- Activities organised for labour counselling

The recognised credits will be included in the student's record as a recognition of university activities for participating in cultural, sports-related, student representation-related, humanitarian and cooperation activities, with a "pass" mark and they will not be kept into account for the weighting of the record.

CATALOGUE OF CULTURAL, SPORTS-RELATED, HUMANITARIAN, STUDENT REPRESENTATION-RELATED AND COOPERATION ACTIVITIES THAT CAN BE SUBJECT TO ECTS CREDIT RECOGNITION IN BACHELOR'S DEGREE PROGRAMMES.

Cultural activities: (Previously authorised)

- Summer courses organised by UCAM.
- Proof of having achieved a B1 or higher level (B2, C1 and C2) in a foreign language. 1 credit per level (Incompatible with requirements of egress and with obtaining the official qualification).
- Participation as internal student in official exam session (0.5 credits each year).
- Participation in institutional Conferences.
- Participation in activities organised by UCAM.

Sports-related activities:

- Practice of sports activities during the academic year in any sports discipline being a part of a team that represents the University (up to 1 credit per year).

Humanitarian and cooperation activities:

- Participation in activities of voluntary work managed and recognised by UCAM.
- Participation in cooperation activities recognised by the International Relations Service of UCAM.
- Collaboration with the Protocol Office.
- Participation in activities organised for labour counselling recognised by the Service of Orientation and Labour Insertion (*Servicio de Orientación e Inserción Laboral* hereinafter SOIL).
- Extracurricular internships carried out by the students in student mobility programmes.

University activities of student representation:

- For being a representative of the University (1.5 credits per year)
- For being a Centre or Faculty Delegate (1 credit per year)
- For being a class delegate (0.5 credits per year).

Degree	Free-choice credits of the curriculum	Optional credits that can be recognised as other social-cultural activities. At least in groups of (ECTS):
Bachelor's Degree in Nursing (2008 plan – expiring)	1.5	4.5
Bachelor's Degree in Nursing (2014 plan)	NO	6
Bachelor's Degree in Physiotherapy (2008 plan – expiring)	6	4.5
Bachelor's Degree in Physiotherapy (2014 plan)	NO	6
Bachelor's Degree in Nutrition (2008 plan – expiring)	3	4.5
Bachelor's Degree in Nutrition (2014 plan)	NO	4.5
Bachelor's Degree in Food Science and Technology	3	4.5
Bachelor's Degree in Occupational Therapy	NO	6
Bachelor's Degree in Psychology	NO	6
Bachelor's Degree in Physical Activities and Sports Sciences (CAFD)	NO	4.5
Bachelor's Degree in Law	NO	6
Bachelor's Degree in Tourism	NO	6
Bachelor's Degree in Advertising and Public Relations (2014 Plan)	NO	6
Bachelor's Degree in Audiovisual Communication (2014 plan)	NO	6
Bachelor's Degree in Journalism (2014 plan)	NO	6
Bachelor's Degree in Podiatry	NO	6
Bachelor's Degree in Business Administration and Management (ADE) (2014 plan)	NO	6
Bachelor's Degree in Preprimary Education	NO	6
Bachelor's Degree in Primary Education	NO	6
Bachelor's Degree in Architecture	NO	4.5
Bachelor's Degree in Constructions Engineering	NO	4.5

Degree	Free-choice credits of the curriculum	Optional credits that can be recognised as other social-cultural activities. At least in groups of (ECTS):
Bachelor's Degree in Telecommunication Systems (2008 plan – expiring)	NO	4.5/6
Bachelor's Degree in Telecommunication Systems (2011 plan)	NO	4.5
Bachelor's Degree in Computer Science Engineering (2008 plan – expiring)	NO	4.5
Bachelor's Degree in Computer Science Engineering (2011 plan)	NO	3
Bachelor's Degree in Civil Engineering	NO	6
Medicine	NO	3
Criminology	NO	6
Labour Relations and Human Resources	NO	6
Pharmacy	NO	6
Communication	NO	6
Gastronomy (240 ECTS)	NO	6
Gastronomy (180 ECTS)	NO	3
Dentistry	NO	6
Marketing y Comunicación	NO	6
Dance	No	4
Modern Languages	NO	6
Translation and Interpreting	NO	6

Students may request the recognition of these credits by grouping them in order to reach minimum number of credits specified in the fourth column. Students who do not reach this minimum number of credits will not be able to apply for recognition of credits at the Central Secretariat.

In general, no recognition fees will be charged if the student has already paid for such credits in advance. However, if the student has not paid for recognition fees in advance for the activities listed in the annex, he/she will pay the recognition fee established for recognitions in that academic year.

ANNEX II

MARKS CONVERSION TABLE FOR THE RECOGNITION¹

COUNTRY	FAIL	PASS	GOOD	VERY GOOD ²	Option for Distinction marks ³
SPAIN	0-4.9	5.0-6.9	7.0-8.9	9.0-9.9	10.0
ECTS Scale	<i>FAIL - considerable further work is required (F)</i> <i>FAIL - some more work required before the credit can be awarded (FX)</i>	<i>SUFFICIENT - performance meets the minimum criteria (E)</i> <i>SATISFACTORY- fair but with significant shortcomings (D)</i>	<i>GOOD - generally sound work with a number of notable errors (C)</i>	<i>VERY GOOD – above the average standard but with some errors (B)</i>	<i>EXCELLENT- outstanding performance with only minor errors (A)</i>
GERMANY	5	4 – 3.0	2.7 – 1.7	1.3 – 1.0	1+
AUSTRIA	5	4 – 3.0	2.7 – 1.7	1.3 – 1.0	1+
BELGIUM	0 – 9.9	10 – 11.9	12 – 13.9	14 – 15.9	16 - 20
BULGARIA	<i>Slab(2)</i>	<i>Sreden(3)</i>	<i>Dobur(4)</i>	<i>Mnogo Dobur(5)</i>	<i>Otlichen (6)</i>
CYPRUS	0 – 4.5	5 – 6.5	6.5 – 8.5	8.5 – 10	
DENMARK	00	02 – 4	7	10	12
SLOVAKIA	<i>Nevyhovél (Fail)</i>	<i>Dobrý (Good))</i>	<i>Vel'mi dobrý (Very Good)</i>	<i>Výborný (Excellent)</i>	
SLOVENIA	<i>Nezadostno/Nezadovoljava (0-4.9)</i>	<i>Zadostno/Zadovoljava (5-6.9)</i>	<i>Dobro (7-7.9)</i> <i>Prav Dobro (8-8.9)</i>	<i>Prav Dobro (9-9.9)</i>	<i>Odlicno (10)</i>
ESTONIA	0 / F	<i>Kasin / 1 / E: 51% -60%</i> <i>Rahuldav/ 2 / D: 61% - 70%</i>	<i>Heal 3 / C: 71% - 80%</i>	<i>Väga heal/ 4 / B: 81% - 90%</i>	<i>Suurepäranel/ 5 / A: 91% - 100%</i>

¹In those cases in which the mark belongs to a broad range, the recognition should be made based on the numerical average that is the result of such range. Example: If the student obtains a "C" in New Zealand, which corresponds to a "pass" mark, the numerical mark that will be recognised and included in the academic report will correspond to "6", seen as the average mark of the range (5-6.9).

²The fact of obtaining this mark means that the student will be eligible for the high distinction mark (M.H.) at UCAM.

³The fact of obtaining this mark means that the student will be eligible for the high distinction mark (M.H.) at UCAM.

COUNTRY	FAIL	PASS	GOOD	VERY GOOD	Option for Distinction mark
FINLAND	<i>Hylatty</i> (0-0.9)	<i>Tyydyttävä</i> (1-1.9) <i>Erittäin Tyydyttävä</i> (2- 2.5)	<i>Erittäin Tyydyttävä</i> (2.6-2.9) <i>Hyvä</i> (3-3.9)	<i>Erittäin Hyvä</i> (4-4.9)	<i>Kiitettävä</i> (5)
FRANCE	0 – 9.9	10 – 11.9	12 – 13.9	14 – 15.9	16 – 20
GREECE	0 – 4.5	5 – 6.5	6.5 – 8	8.1 – 10	
HUNGARY	<i>Elégtelen</i> (1-1.9)	<i>Elégséges</i> (2-2.9)	<i>Közepes</i> (3-3.9)	<i>Jó</i> (4-4.9)	<i>Jeles</i> (5)
IRELAND	0 – 39	40 – 59	60 – 69	70 – 75	75 – 80
ICELAND	0 – 4.99	5 – 5.99	6 – 7.24	7.25 – 9.99	10
ITALY	0-17	18-23	24-27	28-30	30 e lode
LATVIA	<i>Neapmierinosi</i> 0-3.9	<i>Gandrīz Vidujeji</i> (4-4.9)	<i>Vidujeji</i> (5-5.9) <i>Gandrīz Labi</i> (6-6.9)	<i>Labi</i> (7-7.9) <i>Loti Labi</i> (8-8.9)	<i>Teicami</i> (9-9.9) <i>Izcili</i> (10)
LITHUANIA	1 – 4.9	5 - 6.9	7 - 8.9	9 - 9.9	10
LUXEMBOURG	0 – 9.9	10 – 13.9	14 - 15.9	16 – 18.9	19 – 20
MALTA	F	D+ - C	C+ - B	B+ - A	A+
NORWAY	6 – 4.1	4 – 2.9	2.8 – 1.7	1.6 – 1.1	1.0
NETHERLANDS	0 – 5.5	5.6 – 6.9	7 – 7.9	8 – 9.9	10
POLAND	<i>Niedostateczny</i> (0-2)	<i>Dostateczny</i> (2,1-3)	<i>Dobry</i> (3,1-4)	<i>Bardzo Dobry</i> (4,1-5)	
PORTUGAL	0 – 9.9	10 – 13.9	14 – 16.9	17 – 18.9	19 - 20
UNITED KINGDOM	0 – 39	40 – 59	60 – 69	70 – 75	75 – 100
CHZECH REPUBLIC	<i>Nevyhovél</i> (4)	<i>Dobre</i> (3)	<i>Vel'mi Dobre</i> (2)	<i>Výborne</i> (1)	
ROMANIA	0 – 4.9	5 – 6.9	7 – 8.9	9 – 9.9	10

COUNTRY	FAIL	PASS	GOOD	VERY GOOD	Option for Distinction mark
SWEDEN	F/U	G	G+	VG – VG+	VG++
SWITZERLAND	0-4 / 0 – 3.9	5 / 4 – 4.4	6 / 4.5 – 5.4	7-9 / 5.5 – 5.9	10 / 6
TURKEY	<i>Noksan/Pek Noksan(1-4)</i>	<i>Orta(5-6)</i>	<i>Iyi (7-8)</i>	<i>Pek iyi(9-10)</i>	
CANADA 1	F-E	D-C+	B-B+	A- - A	A+
CANADA 2	F	E-C	C+ - B+	A- - A	A+
EEUU 1	F	D- - C-	C - B	B+ - A-	A
EEUU 2	F	C- - C+	B- - B+	A- - A	A+
PUERTO RICO	0 – 46 (F)	47 – 59 (D)/ 60 – 74 (C)	75 – 87 (B)	88 – 100 (A)	
AUSTRALIA	<i>Failure(0-49)</i>	<i>Conceded, Conditional or Compensatory Pass –Pass (50-64)</i>	<i>Credit (65-74)</i>	<i>Distinction (75 – 84)</i>	<i>High Distinction (85-100)</i>
NEW ZEALAND	D and E	C	B	A	A
ARGENTINA	Insuficiente/Reprobado (0 – 3.9) (0 – 3) (0 – 5)	Aprobado (4 – 5.9) Bueno (6 – 6.9) (4 – 5) (6)	Bueno(6 – 7) (7)(7 – 8) Distinguido (7 – 8.9)	Distinguido (9 – 9.9) (8 – 9) (9)	Excelente (10)
BOLIVIA	0 – 50 (Reprobado)	51 – 63 (Suficiente) 64 – 69 (Bueno)	70 – 76 (Bueno) 77 – 89 (Distinguido)	90 – 99 (Sobresaliente)	100
BRAZIL	0 - 4.9 0 – 49 F (0 –59)	5 - 6.9 50 – 69 D (60 – 69)	7 – 7.9 C (70 – 79)	8 – 8.9 80 – 89	9 – 10 90 – 100
CHILE	Insuficiente (0 – 3.9)	Suficiente (4 – 4.9)	Bueno (5 – 5.9)	Muy bueno / Distinguido (6 – 6.9)	Muy bueno / Excelente (7)
COLOMBIA	0 – 2.9 (Reprobado)	3.0 – 3.6	3.7 – 4.3	4.4 – 4.7	4.8 – 5
COSTA RICA	0 – 6 0 – 69	7 70 – 79	8 80 – 89	9 90 – 99	

COUNTRY	FAIL	PASS	GOOD	VERY GOOD	Option for Distinction mark
CUBA	Reprobado/Suspensio (0-2)	Aprobado (2)	Notable/Aprovechado/Bien(4)	Sobresaliente/Excelente(5)	
ECUADOR	0 – 50 0 - 5.9 0 – 23	51 – 69 6 – 7.4 24 – 28	70 – 89 7.5 – 8.9 29 – 34	90 – 99 9 – 9.9 35 – 38	100 10 39 – 40
MEXICO	Reprobado / No suficiente 0 – 59 / 0 – 5.9	Regular / Suficiente ⁴ 60 – 79 / 6.0 – 7.9	Bien 80 – 89 / 8.0 – 8.9	Muy bien 90 – 100 / 9.0 – 10	
PANAMA	0 - 60 (Fracaso)	61 - 70 (Mínima de promoción) 71 – 74 (Regular)	74 – 80 (Regular) 81 – 90 (Bueno)	91 – 99 (Sobresaliente)	100
PARAGUAY	1 (Reprobado/Insuficiente)	2 (Regular/Aprobado)	3 (Bueno)	4 (Distinguido)	5 (Sobresaliente/Excelente)
PERU	0 – 10,9 / 0 - 69	11 – 13,9 / 70 - 79	14 – 16,9 / 80 - 89	17 – 18,9 / 90 - 100	19 - 20
URUGUAY	0 – 2 (Deficiente)	3 – 4 (Regular / Aprobado)	5 – 7 (Bueno)	8 – 10 (Muy bueno)	11 – 12
VENEZUELA	0 – 9.9	10 – 13.9	14 – 16.9	17 – 18.9	19 - 20
RUSSIA ⁵	<i>Neudovletvoritel'no /</i> неудовлетворительно (2)	<i>Udovletvoritel'no /</i> Удовлетворительно(3)	<i>Khorosho /</i> Хорошо (4)	<i>Otlichno /</i> Отлично (5)	
UKRAINE ⁶	<i>nezadovil'no /</i> Незадовільно (2)	<i>zadovil'no /</i> Задовільно (3)	<i>dobre /</i> Добре (4)	<i>vidminno /</i> Відмінно (5)	
COUNTRY	FAIL	PASS	GOOD	VERY GOOD	Option for Distinction mark
CUBA	Reprobado/Suspensio (0-2)	Aprobado (2)	Notable/Aprovechado/Bien(4)	Sobresaliente/Excelente(5)	

⁴In some universities the “pass” mark corresponds to 7/70.

⁵*Zachet/* Зачет: is recognised as no mark / pass (no mark is foreseen; it is a pass/fail system)

⁶Apart from this scale, there's a series of subjects and seminars that are solved with a small test. In those cases, the result is expressed as a *Zarajovano(zarajovano)*, *nezarajovano (nezarajovano)*: recognised without mark/ pass (no mark is foreseen, it is a pass/fail system).

COUNTRY	FAIL	PASS	GOOD	VERY GOOD	Option for Distinction mark
CHINA	0 – 59 / 2	60 – 74 / 3	75 – 89 / 4	90 – 99 / 5	100
KOREA	0 – 59 / F	60 – 73 / D - - C-	74 – 86 / C - B	87 – 96 / B+ - A	97 – 100 / A+
INDIA	0-39	40-59	60-69	70-75	75-100
JAPAN	0-59 (F)	60-79 (D-C)	80-89 (B)	90-100 (A)	
SINGAPOR E	0 – 49 (0.0)	50 – 69 (1.0 – 2.6)	70 – 76 (2.7 – 3.2)	77 – 85 (3.3 – 4.2)	86 – 100 (4.3)
EGYPT	0 – 49	50 – 68	69 – 88	89 – 97	98 – 100
ECUADOR	0 – 50	51 – 69	70 – 89	90 – 99	100
	0 - 5.9	6 – 7.4	7.5 – 8.9	9 – 9.9	10
	0 – 23	24 – 28	29 – 34	35 – 38	39 – 40
ISRAEL	0 – 49	50 – 68	69 – 88	89 – 97	98 – 100
IRAN	0.0 - 9.9	10.0 – 13.9	14.0 – 16.9	17.0 - 20	