

Technical University of Madrid Regulations on Credit Recognition and Transfer

(Adopted at the meeting of the Governing Board on 26th February 2009)

PRESENTATION

Royal Decree 1393/2007, of 29th October, which lays down the structure of official university courses, states in its preamble:

"One of the basic aims of this reformation of the university system is to encourage student mobility both within Europe and with other parts of the world, and more particularly between Spanish universities and within a single university.

In light of this, it is essential to develop a credit recognition and accumulation system in which credits earned at another university will be recognised and incorporated into a student's transcript of records".

For this purpose, Article 6 of the aforementioned decree, entitled "Credit Recognition and Transfer", establishes that *"the universities shall draw up and publish their Regulations on the Credit Recognition and Transfer System"*. This Article also gives definitions of the terms "Recognition" and "Transfer" which considerably modify the concepts previously used for cases in which partially completed studies were incorporated into transcripts of records of students changing their area of study, changing from one Curriculum to another, or transferring to another university (i.e. validation, adaptation and so on).

The Technical University of Madrid has therefore decided on a "strictly literal" system. This means that a literal entry shall be made in the student's transcript of records, including the name and year of the subject, number of ECTS credits, type of subject (core subject, required subject or elective) and the grade in the qualification to which the credits pertain, indicating the name of the qualification, the study centre and the university of origin.

Article 1: Object and Scope of Application

The purpose of these regulations is to govern the procedures for credit recognition and transfer to be applied to undergraduate and masters qualifications at the Technical University of Madrid offered within the European Higher Education Area.

Article 2: Definitions

2.1. In the present regulations the term "source qualification" shall define the original qualification for which the credits to be recognised or transferred were studied.

2.2. Similarly, the term "target qualification" shall define the qualification for which the credit recognition or transfer application is made.

2.3. "Recognition" shall be understood as acceptance by the Technical University of Madrid of credits which, having previously been earned through an official course at the same university or a university in any country belonging to the European Higher Education

Area (EHEA), are added to a different course of study pursued at the Technical University of Madrid for the purpose of obtaining an official qualification.

2.4. "Transfer" shall be understood as the inclusion in official academic documents accrediting the courses studied by individual students of all credits earned through official courses previously studied at the Technical University of Madrid or other universities within the EHEA which have not led to the attaining of an official qualification.

2.5. The term "Decision on Recognition and Transfer" shall apply to the document by which the *Credit Recognition and Transfer Commission* decides on the recognition and transfer of the credits applied for. The Decision must include the credits recognised and transferred and, where applicable, further subjects or courses to be studied, as well as those which the applicant is not required to study when it is understood that the specific skills have been acquired by means of the credits recognised.

Article 3: European Credits to be Studied after Recognition of Credits.

Once credits have been recognised, where appropriate, by the Technical University of Madrid, the number of ECTS credits recognised plus those to be earned in the target qualification shall not exceed the total number of credits strictly necessary to attain the target qualification, except in the following cases:

a) When the number of credits assigned to required or elective subjects or activities in the Curriculum do not correspond exactly to the number of ECTS credits which would enable the qualification to be attained.

b) In studies for qualifications leading to regulated professions, when the total of the ECTS credits recognised plus the credits assigned by ministerial orders governing such professions to modules or subjects which have not been recognised preclude an exact correspondence to the number of ECTS credits which would enable the qualification to be attained.

In such cases, the Technical University of Madrid shall advise students who have had credits recognised on the best academic path to follow in order to reduce the number of ECTS credits they are required to study for.

Article 4. ECTS Recognition and Transfer Commission.

The Technical University of Madrid ECTS Recognition and Transfer Commission is hereby constituted, consisting of:

a) Vice Rector responsible for student affairs, who shall be the Chair;

b) Vice Rector responsible for academic planning in relation to official undergraduate degrees;

c) Vice Rector responsible for postgraduate and doctorate studies;

d) three directors or deans from Schools or Faculties of the Technical University of Madrid, chosen by and from among the holders of such offices;

e) one student nominated by the University Student Delegation;

f) Secretary General, who shall also serve as secretary of the Commission.

Article 5: Responsibilities and Time Frames.

5.1. The Technical University of Madrid Credit Recognition and Transfer Commission

shall be responsible for deciding on applications for Credit Recognition and Transfer from Study Centre education commissions. For this purpose, the Commission shall be specifically responsible for:

- Setting up, maintaining and enlarging databases which will enable applications with identical precedents to be processed quickly and easily.
- Requesting, through the corresponding Directorates and Deans' Offices, reports from the appropriate Academic Planning Commission in the case of credit recognition applications for which there are no precedent decisions.
- Formalising and deciding on the Decisions on Credit Recognition and Transfer, which shall be signed by the Rector of the Technical University of Madrid or by the Chair of the Credit Recognition and Transfer Commission if delegated to do so by the Rector.
- Proposing to the Technical University of Madrid Management Board all measures which will help to inform students about the credit recognition process.
- Making decisions on, in the first instance, any difficulties which may arise in the credit recognition and transfer processes.

5.2. Each Study Centre of the Technical University of Madrid shall determine which Sub-directorate or Vice Dean's Office and department shall be responsible for advising students whose credits have been recognised by the University on the most appropriate academic path to follow in order to attain the target qualification for which the Study Centre is responsible.

5.3. The Governing Board of the University shall decide when credit transfer and recognition applications are to be presented, as well as the time frame for deciding on applications and notifying applicants of the decisions. In all cases, applications must be decided on within three months of the presentation deadline.

Article 6. Credit recognition and transfer.

6.1. Credits, in the form of an assessed and certifiable unit, shall become part of the student's new transcript of records, showing the literal version, the type and number of credits, and the grade attained in the source transcript of records, indicating the University, Study Centre and Qualification the credits were for (Subject studied at University "U").

6.2. If the type of the source credits is modified when the recognition is made, the literal version shall be maintained and recorded in the following format:

Subject	Year of Study	European Credits	Type	Grade
Name of the Subject Subject studied at ECTS Grade University (U), Study Centre (C) and Qualification (Q). Recognised as required credits	2007/2008	6	Elective	7.5 ("Notable")

6.3. The University shall only be able to recognise the Final Degree or Masters Project for students who have already completed a Final Degree Project towards the same profession and specialisation as, where appropriate, the target degree qualifies them for.

In all other cases, the Final Degree or Masters Project will not qualify for recognition as its purpose is to assess the specific skills associated with the qualification in question.

Article 7. Recognition of core training credits in the branch of knowledge of the target qualification in undergraduate degree courses.

7.1. All core training credits studied for within the source qualification which correspond to core subjects of the branch of knowledge of the target qualification shall be automatically recognised regardless of the qualification for which they were originally studied.

7.2. The total number of core credits in the branch of knowledge of the target qualification passed in the source qualification shall be recognised literally, in accordance with the strictly literal sense outlined in the Presentation of the present regulations.

7.3. In the case of core training credits from subjects outside of the branch of knowledge of the target qualification, the Credit Recognition and Transfer Commission shall assess the specific skills acquired in relation to such credits and their possible correspondence to subjects in the target qualification. Therefore, if applications of the same characteristics have not previously been decided on, a report will be requested from the Academic Planning Commission responsible for the target qualification.

7.4. After examining the specific skills acquired through the credits recognised, the Sub-directorate or Vice Dean's Office appointed for this purpose by the Study Centre responsible for the target qualification shall inform students of the core training subjects which, where applicable, they will be required to study, as well as all the subjects offered that cannot be taken into account due to their correspondence with credits already recognised from the source qualification. In the case of qualifications leading to regulated professions, the Sub-directorate or Vice Dean's Office shall verify that the core training corresponds to the requirements laid down in the regulations for entering the particular profession or, where applicable, specialisation, and may insist on strict compliance with the fundamental requirements for entering the profession in question.

7.5. The remaining core training subjects offered as part of the target qualification may be studied by students either to complete the necessary number of credits in order to satisfy the fundamental requirements of the Curriculum or, on their own initiative, to complete the basic training which may be necessary to help them study the remaining subjects of the qualification. In the latter case, students may, at any time, decide not to continue with any subjects studied on their own initiative.

Article 8. Recognition of credits which do not form part of the core training in the branch of knowledge of the target qualification.

8.1. In the case of credits in subjects and activities which are not core subjects of the branch of knowledge of the target qualification, when no decision has previously been made on applications of the same characteristics, the Technical University of Madrid Credit Recognition and Transfer Commission shall, on receiving a report from the Academic Commission responsible for the qualification, assess the specific skills acquired through the source credits and their possible correspondence with subjects within the target qualification.

8.2. In all cases, the entire certifiable unit from the source qualification must be recognised; that is, a subject may not be recognised in part.

8.3. The Decision on the Credit Recognition and Transfer must include the type of credits recognised as per the source qualification, as well as the target qualification subjects which students will not be able to study in order to attain the target qualification when it is

understood that the corresponding specific skills have already been acquired by means of the credits recognised.

8.4. When, as a result of recognition of required credits, there are not enough credits in the subjects which students may study in order to attain the number of credits established in the Curriculum, the Study Centre shall decide on the subjects or study activities students will be required to pursue. All of this information must be included in the Decision on Credit Recognition and Transfer.

8.5. In the case of qualifications leading to regulated professions, the Sub-Directorate or Vice Dean's Office appointed by the Study Centre responsible for undergraduate studies in the target qualification shall ensure that the requirements laid down in the regulations for entering the corresponding profession or, where applicable, specialisation, are verified, and may require students to follow paths of training which ensure, as a minimum, strict fulfilment of the fundamental requirements for entering the corresponding profession.

Article 9. Credit Transfer

9.1. Credits earned by students in official university courses which have not led to the attainment of an official qualification and do not qualify for recognition must nonetheless be included in the student's transcript of records.

9.2. The transcript of records shall, by typographical means, clearly distinguish between credits leading to the attainment of the corresponding undergraduate or masters degree and other transferred credits which bear no relation to the attainment of the degree.

Article 10. Student Mobility

10.1. All credits, whether attained by students in official courses studied at any university, transferred, recognised or passed towards the corresponding qualification, shall be included in the transcript of records and shown in the European Diploma Supplement, governed by Royal Decree 1044/3003, of 1st August, which lays down the process by which universities shall issue the European Diploma Supplement.

10.2. In order to encourage mobility between universities within the EHEA, certifications of official qualifications issued to students must include the following information: the branch of knowledge the qualification pertains to; in the case of regulated professions, reference to the agreement and ministerial order in which the conditions of the Curriculum and the verification requirements are laid down; the areas with which each subject is associated; and English translation of areas and subjects.

10.3. Credits studied at Study Centres abroad by students from the Technical University of Madrid and credits corresponding to work placements must stem from agreements made between the University and the entity at which the training activity occurs. Such agreements must define the activities which shall be automatically recognised for participating students due to the fact that such activities form part of the Curriculum.

Article 11. Recognition of credits from a current qualification towards an undergraduate or masters degree which is not an adaptation of the degree.

11.1. Recognition of studies from a degree attained according to a Curriculum in existence prior to the Curriculums regulated by Royal Decree 1393/2007 towards an undergraduate or

masters degree from the same branch of knowledge as the source qualification.

11.1.1. Where the target qualification is an undergraduate degree, all the core subjects of the undergraduate degree shall be recognised due to the fact that the two degrees are from the same branch of knowledge, as it is understood that the degree attained includes the same fundamental skills within the particular branch of knowledge. In such cases, the Decision on Credit Recognition and Transfer shall state that the core training credits are recognised due to the presentation of an earlier official degree from the same branch of knowledge. This shall also be expressed in the same manner in the transcript of records.

11.1.2. Credits which are not core training credits may be recognised subject by subject or module by module. For this purpose, applicants interested in this process must state which modules or subjects of the target qualification they wish to have credits recognised for. On receiving the report from the Study Centre responsible for the target qualification, the Technical University of Madrid Credit Recognition and Transfer Commission shall be responsible for assessing and deciding on the application.

11.1.3. In virtue of the provisions of Article 26 of the Organic Law on Universities, in the form in which it was published in Organic Law 4/2007, of 12th April, and in accordance with the criteria and directives established by the Spanish Government, the Credit Recognition and Transfer Commission may, on the decision of the Study Centre responsible for the target qualification, recognise professional experience which accredits the specific skills associated with subjects included in the Curriculum.

11.2. Recognition of partially completed studies from a Curriculum in existence prior to the Curriculums regulated by Royal Decree 1393/2007 towards an undergraduate or masters degree from the same area of knowledge as the source qualification or from a different area of knowledge.

On receiving the report from the Study Centre responsible for the target qualification, the Technical University of Madrid Credit Recognition and Transfer Commission shall be responsible for assessing and deciding on the application.

On receiving the Decision on the Credit Recognition and Transfer, the Study Centre responsible for the target qualification shall establish which subjects or courses must be studied, in addition to those which the applicant is not required to study when it is understood that the specific skills have been acquired by means of the credits recognised.

11.3. Recognition of studies towards Advanced Technical qualifications in Professional Training.

Section 10.2 of the reports prepared for the purpose of enabling new degree qualifications to be verified by the Spanish Universities Council shall state the opportunities for recognition of studies towards an Advanced Cycle of Professional Training, as well as the opportunities for recognition of professional experience students are able to demonstrate in the context of the qualification.

Final Disposition.

The present Regulations shall enter into force the day after they are published in the Technical University of Madrid Gazette.