

IE UNIVERSITY

REGULATIONS FOR CREDIT RECOGNITION  
AND TRANSFER IN BACHELOR DEGREES

JANUARY 2023\*

\* Review of the Regulations approved by the Rector's Committee on 16 January 2023

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## **PREAMBLE**

In September 2016, IE University established a single system for the recognition of credits in official Bachelor degrees, which was reviewed in May 2020. This system took into consideration the national and regional credit recognition regulations, particularly those included in the Spanish constitutional Law 4/2007 of 12 April, which amends the constitutional Law 6/2001 of 21 December, on universities, and Spanish Royal Decree 861/2010, of 2 July, which amends Royal Decree 1393/2007 of 29 October, on the organization of official university education. The publication of Royal Decree 822/2021 of 28 September, on organization of university education and procedures for quality assurance, which repealed the previous regulations, forced the revision of the University regulations for recognition and transfer of credits in order to align them with the new Royal Decree.

This revision took into account the experience acquired by the University during the application of the previous regulations, as well as the indications issued by the General Directorate for Universities and Research of the Castilla y León Government in the inspection report of October 2020, as well as the recommendations from the Degree Evaluation Committee at the Agency for the Quality of the University System in Castilla y León (ACSUCYL) issued throughout the different evaluation processes of the official programmes at the University. Specifically, the regulations resulting from this review were evaluated in the verifications and the modifications requests submitted to ACSUCYL in September 2022 and whose provisional reports, issued in December 2022, requested some changes in order to specify their scope.

## TITLE I: CREDIT RECOGNITION

### **Article 1.        *Definition***

1.1        Credit recognition refers to the process of acceptance by IE University of credits obtained in other official study programmes at the same or at another university so that they become a part of a student's grades transcript and are computed towards the obtention of an official Bachelor degree different from the Bachelor degree of origin.

1.2.        Students may obtain credit recognition for taking part in university cooperation, solidarity, cultural, sport and student representation activities. Other academic activities of educational character organized by the University may also be recognized.

1.3.        Additionally, credits earned through private degrees or in other official higher education programmes, as well as accredited professional experience can also be recognized under the terms specified in the corresponding Verification Report according to the current regulations.

1.4.        The Verification Reports of each degree at IE University reflect the number of credits susceptible to the recognition process established by these Regulations.

### **Article 2.        *Recognition of credits from official Bachelor programmes***

2.1.        The University can recognize credits by assessing the correlation between the knowledge, skills and abilities of the courses that are susceptible to recognition and those existing in the study plan of the Bachelor programme that one wants to access.

2.2.        The guiding principle for assessing the correlation shall aim at an analysis of the acquired knowledge, skills and abilities regardless of any formal criteria, taking as reference the contents studied, the workload and allocation of credits, as well as the description of the learning outcomes as set out in Royal Decree 1027/2011 of 15 July, which establishes the Spanish Qualification Framework for Higher Education.

2.3.        The base unit for the credit recognition is a course, although the bigger structure of which it forms part (area or module) may also be considered when making the final decision. This base unit shall be certifiable through ECTS credits, as indicated in Royal Decree 1125/2003 of 5 September, which establishes the European credit system and the grading system in official university programmes valid throughout the national territory.

2.4.        Credit recognition applications shall be based on courses taken and passed. Areas or courses previously recognized or validated are excluded from such applications.

2.5.        In the target Bachelor programme, a whole area or course shall be recognized regardless of the number of credits presented for recognition. There shall be no partial recognition of courses and additional attendance or complementary training requirements may be established.

2.6.        Credits from a final project shall not be recognized as it assesses skills acquired throughout the duration of a whole programme and therefore directly linked to the corresponding Bachelor programme. Exceptionally, the University can recognize credits from a final project completed specifically during an exchange programme and which was authorized in the corresponding Learning Agreement.

2.7. Credits from extracurricular internships shall not be recognized.

**Article 3. *Effects of credit recognition***

3.1. During the recognition process, the number and the type of credits that are recognized shall be clearly stated, along with the courses that do not need to be taken. In this case, it shall be accepted that the knowledge, skills and abilities associated with the recognized courses have been acquired and do not need to be assessed again.

3.2. The recognized credits shall be included in the student's grades transcript and shall be clearly distinguished from those earned by completing the programme that leads to the obtention of the corresponding official degree. Recognized credits will also be reflected in the student's European Diploma Supplement.

3.3. After credits have been recognized, the number of credits remaining to be earned in the target Bachelor programme at IE University shall be reduced by the same number as the number of credits recognized. Consequently, the sum of recognized credits and the credits that have to be earned shall not be greater than the total number of credits required to obtain a Bachelor degree at IE University, with the following exceptions:

- a) When the number of credits allocated to core, compulsory or elective courses in the programme does not allow for precise adjustment to the number of credits required to obtain the degree.
- b) In the programmes leading to regulated professions, when the sum of the credits that have been recognized plus those assigned by ministerial orders governing these professions to modules or areas that have not been recognized prevents exact adjustment to the number of credits required to obtain the degree.

In these cases, IE University shall advise its students with recognized credits about the academic track with the lowest number of credits to be studied.

3.4. If the elective courses in the target Bachelor programme at IE University are organized by concentrations or tracks, the student shall be allowed to complete the credits needed to finish their studies without having to complete the planned concentration or track if the study plan allows this possibility.

3.5. Once the credits passed and the recognized ones have been added up, it will be possible to obtain a greater number of credits than the one needed to obtain a degree.

3.6. Credits that have been recognized and therefore not studied at IE University shall appear on the student's grades record as "recognized" and shall not be recognized again. By contrast, the credits completed at IE University can undergo the recognition process in other programmes.

3.7. The maximum number of credits recognized for university and other academic activities of educational character (language courses, seminars, summer courses) is 15 ECTS.

**Article 4.           *Recognition of credits from other Bachelor programmes at IE University***

4.1.     IE University can recognize credits that have been studied in other Bachelor programmes at IE University. What shall be assessed is the correlation between the knowledge, skills and abilities acquired in the Bachelor programme of origin and those included in the target Bachelor programme or those of transversal character.

4.2.     Whenever the target Bachelor programme belongs to the same area of knowledge as the Bachelor programme of origin, the totality of core credits shall be recognized.

4.3.     The credits from the rest of the courses within the same or different areas of knowledge can be recognized assessing the correlation between the knowledge, skills and abilities acquired in the Bachelor programme of origin and those included in the target Bachelor programme.

4.4.     The recognition of credits from other Bachelor programmes at IE University shall be reflected in the student's grades record. The courses that have been recognized shall be indicated as such and shall reflect the same grade as the courses from the Bachelor programme of origin. The grade will be included in the calculation of the Grade Point Average of the student's record. If necessary, a weighted average shall be used when several courses involve the recognition of one in the target Bachelor programme.

**Article 5.           *Recognition of credits for university activities***

5.1.     IE University shall recognize a maximum of five per cent (5%) of credits in the target Bachelor programme for participation in cooperation, charity, cultural, sport and student representation activities. This translates into 12 ECTS in the case of Bachelor programmes of 240 ECTS and 15 ECTS in the case of Bachelor programmes of 300 ECTS.

5.2.     The number of credits to be recognized shall be calculated at 1 ECTS for every 30 hours of work.

5.3.     The number of credits recognized for these activities shall be subtracted from the number of elective credits set out in the corresponding study plan.

5.4.     The recognition of credits for university activities shall not indicate any grades and therefore, it shall not count towards calculating the Grade Point Average of the student's record.

5.5.     The university activities that may be recognized are:

- a) Being active in student representation bodies or student associations or clubs and playing a significant role in association, cultural and participatory activities with their peers under the conditions established by the University. The credit recognition application must be accompanied by documentation certifying the activity and specifically mentioning the estimated number of hours spent on that activity. The documentation shall certify the compliance with pre-established conditions.
- b) Taking part in organizing activities promoted by the University (conferences, lectures, University presentation activities, quality assurance system activities, helping with research or teaching innovation projects, etc.). The credit recognition application must be accompanied by a detailed and positive report from the head of the activity in which the estimated number of hours spent on that activity is specifically mentioned.

- c) Taking part in cultural, sports, solidarity and cooperation university activities under the conditions established by the University. The credit recognition application must be accompanied by a detailed and positive report from the head of the activity in which the estimated number of hours spent on that activity is specifically mentioned.

**Article 6.           *Recognition of credits for language courses***

6.1.     IE University shall recognize a maximum of 12 ECTS for language courses completed at the University's Language Centre, as long as they are not a part of the Bachelor programme's study plan. English courses or Spanish courses lower than the B2 level will not be recognized. Language certificates shall be provided by the University's Language Centre. Credits for language courses taken at other universities or entities shall not be recognized.

6.2.     The number of credits recognized for these activities shall be subtracted from the number of elective credits set out in the corresponding study plan.

6.3.     The number of credits to be recognized shall be calculated at 1 ECTS for every 25 hours of work.

6.4.     The recognition of credits for language courses shall not indicate any grades and therefore, it shall not count towards calculating the Grade Point Average of the student's record, except for when language courses are a part of the corresponding study plan or when they are included in the exchange agreement.

**Article 7.           *Recognition of credits for seminars and summer courses***

7.1.     IE University shall recognize a maximum of 12 ECTS for attending seminars organized by IE University or summer courses at IE University. The application must be accompanied by the documentation of the course where at least the programme and its duration are detailed.

7.2.     The number of credits recognized for these activities shall be subtracted from the number of elective credits set out in the corresponding study plan.

7.3.     The number of credits to be recognized shall be calculated at 1 ECTS for every 25 hours of work.

7.4.     The recognition of credits for seminars or summer courses shall not indicate any grades and therefore, it shall not count towards calculating the Grade Point Average of the student's record.

**Article 8.           *Recognition of credits for participation in other academic activities of educational character organized by IE University***

8.1.     IE University shall recognize a maximum of 6 ECTS for attending academic activities of educational character organized by IE University.

8.2.     The number of credits recognized for these activities shall be subtracted from the number of elective credits set out in the corresponding study plan.

8.3.     The credit recognition application must be accompanied by a certificate of attendance and achievement.

8.4.     The number of credits to be recognized shall be calculated at 1 ECTS for every 25 hours of work.

8.5. The recognition of credits for academic activities shall not indicate any grades and therefore, it shall not count towards calculating the Grade Point Average of the student's record.

**Article 9. *Recognition of credits taken at other universities***

9.1. IE University can recognize credits from Bachelor programmes belonging to the same or different areas of knowledge that have been studied at another Spanish or foreign university. What shall be assessed is the correlation between the knowledge, skills and abilities acquired in the Bachelor programme of origin and those included in the Bachelor programme at IE University that one wishes to access. In the case of Bachelor programmes that belong to the same area of knowledge the totality of core credits can be recognized.

9.2. The recognition of credits from a Bachelor degree studied in its totality or partially at another Spanish university or studied partially at a foreign university shall not exceed fifty per cent (50%) of the total workload of the target Bachelor programme at IE University, except for duly justified cases brought about by a competent authority and which allows for an increase in the credit recognition.

9.3. In the case of partial validation of foreign university degrees for university studies at IE University, the credits from the target Bachelor programme at IE University shall be recognized following the conditions established in the University's regulations for validation and the process indicated by these Regulations as to determine the credits that should be completed to obtain a degree at IE University.

9.4. In the case of students whose Bachelor programme was designed under previous university systems, the adaptation to the Bachelor programme's study plan shall entail recognition of credits earned based on the correlation between the knowledge, skills and abilities acquired in the Bachelor programme of origin and those included in the target Bachelor programme at IE University. When the knowledge, skills and abilities are not specified or cannot be inferred, the number of credits in the corresponding system shall be used as reference.

9.5. Once admitted into IE University, the student should make a credit recognition application following the established process. This application should be approved before the student formalizes their enrolment. The information about the possible credit recognition, provided prior to the formal recognition application, will be of indicative character only and not binding when it comes to the final decision of the University's competent authority.

9.6. The credit recognition application must be accompanied by a personal academic certificate of the previous university studies, their study plan and any documentation referring to the contents, knowledge, skills and abilities that characterize the Bachelor programme of origin, the grading system and the equivalence of credits in the number of hours of work.

9.7. The recognition of credits from previous university studies shall not indicate any grades and therefore, it shall not count towards calculating the Grade Point Average of the student's record, except for the cases of partial validation of foreign university degrees.

**Article 10. *Recognition of credits from private degrees or other official higher education studies***



10.1. IE University can recognize credits from private degrees or other official higher education studies equivalent to the level of a Bachelor degree.

10.2. The credit recognition application must be accompanied by a personal academic certificate of the completed university studies, their study plan and any documentation referring to the contents, knowledge, skills and abilities that characterize the Bachelor programme of origin, the grading system and the equivalence of credits in the number of hours of work.

10.3. If the credit recognition is accepted, the number of credits to be recognized shall be calculated at 1 ECTS for every 25 hours of work.

10.4. The recognition of credits from private degrees or other official higher education studies shall not indicate any grades and therefore, it shall not count towards calculating the Grade Point Average of the student's record.

10.5. The number of recognized credits that originated in unofficial university studies (private degrees or lifelong learning) and professional experience shall not jointly exceed fifteen per cent (15%) of the total number of credits that compose the Bachelor programme's study plan (36 ECTS in the case of Bachelor programmes with 240 ECTS).

10.6. In the case of agreements made between IE University and a Centre for Superior Vocational Training approved by the University's Steering Committee and by the Autonomous Community's department competent in the matters of vocational training, the number of credits in an official Bachelor programme at IE University that can be recognized shall not exceed twenty-five per cent (25%) of the total number of credits in the given Bachelor programme (60 ECTS in the case of Bachelor programmes with 240 ECTS).

#### **Article 11. *Recognition of credits for professional experience***

11.1. IE University can recognize an accredited professional experience as ECTS credits that will lead to the obtention of an official Bachelor degree as long as it is closely linked with the knowledge, skills and abilities that characterize the official Bachelor programme.

11.2. In order to recognize professional experience, the relationship between the working hours accumulated and the number of recognizable credits shall be as follows:

- a) Between two and four years of professional experience - up to 12 ECTS can be recognized.
- b) Between four and six years of professional experience - up to 24 ECTS can be recognized.
- c) For six or more years of professional experience – possibility of recognition of the maximum number of credits allowed for this type of recognition.

11.3. If the credit recognition is accepted, the number of credits recognized for these activities shall be subtracted preferably from the number of credits from external internships, provided they are a part of the study plan and have not been carried out. Subsequently, credits from elective courses shall be recognized, provided the skills and abilities acquired during the professional activity match those that characterize the official Bachelor programme at IE University.

11.4. If applicable, the credit recognition application should provide an accreditation of the professional activity.

11.5. The recognition of credits for professional experience shall not indicate any grades and therefore, it shall not count towards calculating the Grade Point Average of the student's record.

11.6. The number of recognized credits that originated in professional experience or unofficial university studies (private degrees or lifelong learning) shall not jointly exceed fifteen per cent (15%) of the total number of credits that compose the study plan of the Bachelor programme that one wishes to access (36 ECTS in the case of Bachelor programmes with 240 ECTS).

#### **Article 12.        *Recognition of credits from exchange programmes***

12.1. IE University shall establish an annual exchange call so that the enrolled students can complete an international stay at one of the universities or institutions of higher education linked to the University through institutional programmes or agreements. The conditions to be followed shall be indicated in the annual exchange call.

12.2. The students selected for the participation in an exchange programme or agreement should sign a contractual document called the Learning Agreement, which should be authorized by the corresponding Bachelor Direction. The signing of the Learning Agreement must be prior to the student's incorporation into the exchange institution and must be guided by a tutor.

12.3. The Learning Agreement shall indicate:

- a) The courses and the corresponding credits that will be studied at the exchange university.
- b) The courses and the corresponding credits in the Bachelor programme at IE University that will be recognized as the consequence of passing them during the exchange programme.

12.4. The equivalence between the courses to be studied at the exchange university and the courses from the corresponding official Bachelor programme at IE University shall be established taking into consideration the knowledge, skills and abilities that characterize them. The names and the contents of the courses and programmes do not need to be identical. Any modifications of the contents of the Learning Agreement shall be duly justified and authorized by the Bachelor Direction.

12.5. The courses indicated in the Learning Agreement should be taken at the exchange university in the format, dates and calls indicated by the said university and during the academic year in which the exchange programme is being completed.

12.6. The completion of the study plan established in the individual Learning Agreement and passing of the corresponding courses will result in the recognition of the credits studied at the exchange university as if they were studied in the corresponding Bachelor programme at IE University, without the need for presenting a credit recognition application by the student.

12.7. The recognized courses that originated in exchange programmes shall be included in the student's grades transcript with a grade from 0 to 10, as established in the University's Table of Grade Equivalence for exchange programmes and will therefore count towards calculating the Grade Point Average of the student's record.

## TITLE II: CREDIT TRANSFER

### Article 13. *Definition*

13.1. Credit transfer refers to the process of inclusion in the student's grades record and in the European Diploma Supplement of the totality of credits obtained in previous official study programmes at the same or at another university and which have not led to the obtention of an official university degree.

13.2. Credits for courses previously passed by the student in unfinished, official university studies shall be transferred to their grades record in the target Bachelor programme with the original grade and shall be reflected in the official academic documents attesting the studies and in the European Diploma Supplement. There shall be a clear differentiation between the credits transferred and those passed and recognized.

13.3. The credits obtained in official programmes studied at a different university shall be transferred at the request of the student who must:

- a) Certify that they have not completed all the studies whose credits they are trying to transfer and that, as a result, these credits have not led to the obtention of an official degree.
- b) Submit the documents required in the format and under the conditions specified.

13.4. The credits obtained in official Bachelor programmes studied at the University shall be transferred automatically into the student's grades record, except for when the student expressly requests their exclusion.

### **TITLE III: COMPETENCE AND PROCEDURE FOR CREDIT RECOGNITION AND TRANSFER**

#### **Article 14.       *Competence in recognition and transfer of credits***

14.1. The authorities at IE University competent in recognition and transfer of credits are:

- a) Bachelor Direction: in charge of the analysis of credit recognition applications and emission of resolutions.
- b) The University's Committee for Recognition and Transfer of Credits: a collegiate body responsible for the credit recognition and transfer system for all official Bachelor programmes at the University.
- c) The Rector: who will resolve any appeals filed against a credit recognition or transfer resolution.

#### **Article 15.       *Functions of Bachelor Direction***

15.1. Bachelor Direction is responsible for specific application of the credit recognition and transfer procedure in the corresponding programmes. The Bachelor Direction shall act within its remit, in compliance with the joint system at IE University and carry out the following functions:

- a) Study and evaluate the correlation between the courses previously studied and those in IE University's target Bachelor programmes, as well as any other completed activity susceptible to recognition based on the present Regulations.
- b) Elaborate and issue resolutions on credit recognition to formalize and ratify decisions taken within the required deadline. The recognition resolution shall indicate the credits recognized and the courses that the student does not have to study since the relevant skills are understood to have already been acquired.
- c) If applicable, set out the conditions for the most appropriate academic track for students who have had credits recognized in their Bachelor programme and put in place academic orientation and monitoring measures.
- d) Create, maintain and develop instruments that can swiftly resolve credit recognition applications with the same precedents, subject to authorization by the University's Committee for Recognition and Transfer of Credits.

15.2. If needed, given a particular complexity of a credit recognition application, the Bachelor Direction may seek advice from experts in the field, although in no case shall these experts' opinions be binding. The Bachelor Direction may also request the University's Committee for Recognition and Transfer of Credits to resolve issues concerning the scope and interpretation of the regulations, mainly in the cases where credit recognition applications do not have any precedents.

**Article 16.      *University's Committee for Recognition and Transfer of Credits***

16.1. The University's Committee for Recognition and Transfer of Credits shall include:

- a) The Vice-rector for Academic Affairs or a person assigned by them, who shall chair the Committee.
- b) The person in charge of the University's Registrar Office or a person assigned by them.
- c) The person in charge of the Quality Department or a person assigned by them.

16.2. The functions of the University's Committee for Recognition and Transfer of Credits are:

- a) To make sure the credit recognition and transfer system established by the present Regulations works properly by ensuring uniformity of the criteria in the organization, implementation and interpretation of the credit recognition and transfer system. If needed, the Committee shall answer any questions posed by the Bachelor Direction.
- b) To set up the procedure in each academic year by establishing the specific conditions applicable according to type of the credits to be recognized, the application periods and the schedule for their resolutions and their subsequent communication to the applicants.
- c) To approve and supervise the instruments set up in each Bachelor programme to quickly resolve credit recognition applications with the same precedents.
- d) To promote the implementation of transparency measures in order to provide students with information about the credit recognition and transfer procedure, requirements and application conditions.
- e) To ensure a continuous monitoring and regular assessment of the functioning of the credit recognition and transfer system and, if applicable, suggest modifications of these Regulations deemed necessary for its correct functioning.
- f) To resolve credit recognition and transfer applications of special complexity sent by the Bachelor Direction and those presented by the students.
- g) To submit appeals against resolutions to the Rector.

**Article 17.      *Credit recognition applications and procedure***

17.1. Credit recognition applications shall be processed at the request of the student, who should be enrolled in the Bachelor programme in which they seek credit recognition, except for automatic recognitions established by these Regulations.

17.2. Each year the University's Committee for Recognition and Transfer of Credits shall set the application conditions and specify the documents required in each case.

17.3. Applications for credit recognition for language courses, seminars, summer courses, student representation and other activities of educational character completed at the University shall be processed through the enrolment platform.

17.4. Credit recognition from courses in dual programmes as well as those from exchange programmes shall be completed automatically by the Registrar Office.

17.5. Credit recognition application related to courses from other Bachelor programmes at the University, university activities, previous university studies, credits earned in unofficial university studies (private degrees or lifelong learning), other official higher education studies, vocational training or professional experience shall be submitted to the Bachelor Programme Secretary's Office within the established deadlines (which shall generally be the same as the enrolment period) and addressed to the Bachelor Direction using the Single Application Form.

17.6. In the above case, the Bachelor Direction shall issue a resolution following the model established by the University's Committee for Recognition and Transfer of Credits. In addition to the recognized credits, the resolution shall also list the courses the student will not have to study.

17.7. The Bachelor Direction can refer a credit recognition application of special complexity to the University's Committee for Recognition and Transfer of Credits.

17.8. Any rejection of a credit recognition application must be duly justified.

17.9. The deadline for resolutions of credit recognition applications shall not exceed 30 calendar days from the moment of reception of the application.

17.10. If the student's application is rejected, they may ask once only for it to be reviewed by the Rector. The appeal should be made within maximum 10 calendar days from the moment of reception of the notification.

17.11. Special cases or situations not initially covered by internal regulations shall be resolved directly by the Rector's Committee as the highest academic body at IE University, following a request from the Vice-rector for Academic Affairs.

17.12. The Rector's Committee, at the proposal of the Vice-rector for Academic Affairs, will approve the fees applicable in each academic year in accordance with the conditions for requesting credit recognition set annually by the Committee for Recognition and Transfer of Credits.

17.13. The credit recognition applications presented can be withdrawn by the applicant at any moment prior to the resolution of the corresponding Bachelor Direction. Once the resolution has been issued and the deadline for revisions is over, the resolution is firm and will only cease to have effect by the decision of the Committee for Recognition and Transfer of Credits due to a failure to comply with the conditions established. Exceptionally, the Committee for Recognition and Transfer of Credits can annul a credit recognition application made within the ongoing academic year following the applicant's request or that of the Bachelor Direction. Such request shall be duly justified. The credit recognition applications with annulled resolutions will not be incorporated into the student's grades record.

#### **Article 18. *Credit transfer applications and procedure***

18.1. Credit transfer applications shall be processed at the request of the student. The applicant shall write to the Committee for Recognition and Transfer of Credits, within the deadlines established for applying for their degree diploma and the European Diploma Supplement and indicate whether they have previously done other official study programmes without having completed them and shall supply any relevant supporting documentation.

18.2. The Committee for Recognition and Transfer of Credits shall resolve and, if applicable, request the Registrar Office to make the corresponding entries in the student's grades record. The Committee for Recognition and Transfer of Credits will be able to set up procedures in order to easily solve the applications with equal precedents.

18.3. If the student's application is rejected, they may ask once only for it to be reviewed by the Rector. The appeal should be made within maximum 10 calendar days from the moment of reception of the notification.

18.4. In the case of unfinished official studies studied at IE University, the student's grades record shall automatically reflect them, except for when the student expressly requests their exclusion.

18.5. Any activities completed during an exchange programme that have not previously been included in the Learning Agreement authorized by the corresponding Bachelor Direction can be recognized if the conditions established in these Regulations are met.

18.6. Special cases or situations not initially covered by internal regulations shall be resolved directly by the Rector's Committee as the highest academic body at IE University, following a request from the Vice-rector for Academic Affairs.

## ANNEX I. RESOLUCIÓN / RESOLUTION

GRADO EN \_\_\_\_\_/ BACHELOR IN \_\_\_\_\_  
RESOLUCIÓN / RESOLUTION N.º \_\_\_\_/20\_\_-20\_\_

### RESOLUCIÓN DE RECONOCIMIENTO DE CRÉDITOS

De acuerdo con la solicitud de reconocimiento de créditos efectuada por \_\_\_\_\_, estudiante con número de expediente académico \_\_\_\_\_, atendiendo a la legislación vigente en materia de reconocimiento y transferencia de créditos, y de conformidad con lo dispuesto en la Normativa de esta Universidad,

#### RESUELVO:

1. Aprobar/denegar la solicitud de reconocimiento de créditos detallada en el ANEXO de esta resolución.
2. Remitir esta resolución a Secretaría General a los efectos de la tramitación de la decisión tomada y, si procede, su inclusión en el expediente individual.
3. Comunicarlo a la persona solicitante para los efectos oportunos.

En caso de que la Resolución sea negativa, la persona solicitante podrá solicitar al Rector, en única instancia, la revisión de su solicitud en el plazo máximo de 10 días naturales a partir de su notificación.

Fecha / Date:

Fdo. / Signed:

Nombre de la persona signataria / Signatory's name:

Cargo de la persona signataria / Signatory's position:

### CREDIT RECOGNITION RESOLUTION

In accordance with the credit recognition application made by \_\_\_\_\_, with student ID number \_\_\_\_\_, taking into account the legislation in force for credit recognition and transfer and in compliance with the University's regulation,

#### I RESOLVE TO:

1. Approve/reject the credit recognition application detailed in ANNEX of this Resolution.
2. Submit this resolution to Registrar's Office for its processing and, if applicable, for its record in the student's transcript.
3. Inform the applicant to all appropriate effects.

If the application is rejected, the applicant may ask once only for it to be reviewed by the Rector. The appeal should be made within maximum 10 calendar days from the moment of reception of the notification.



## ANNEX. INFORME DE RECONOCIMIENTO DE CRÉDITOS / CREDIT RECOGNITION REPORT

Nº de Expediente / Student ID: \_\_\_\_\_

Alumno / Student: \_\_\_\_\_

ACTIVIDAD REALIZADA / ACTIVITY COMPLETED						ACTIVIDAD RECONOCIDA / RECOGNIZED ACTIVITY				
Institution Institución	Year Curso	Sem. Sem.	Activity Actividad	Grade Calif.	Credits Créditos	Year Curso	Sem. Sem.	Course Asignatura	Grade Calificación	ECTS
<b>TOTAL ECTS RECONOCIDOS</b>										
<b>TOTAL RECOGNIZED ECTS</b>										

Fecha / Date:

Fdo. / Signed:

Nombre de la persona signataria / Signatory's name:

Cargo de la persona signataria / Signatory's position: