

**IE UNIVERSITY**

**REGULATIONS FOR RECOGNITION  
AND TRANSFER OF CREDITS  
IN MASTER 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 Master programmes, 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Decree 822/2021 of 28 September, on organization of university education and procedures for quality assurance, which repealed the previous regulations, forced the revision of the University regulations for recognition and transfer of credits in order to align them with the new Royal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 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 record and are computed towards the obtention of an official Master degree different from the Master 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 programme at IE University reflect the number of credits susceptible to the recognition process established by these Regulations.

### **Article 2.        *Recognition of credits from official Master 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 Master 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 recognised or validated are excluded from such applications.

2.5       In the target Master 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 Master 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 (mandatory or elective) 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 record 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. The number of credits remaining to be earned in the target Master programme at IE University in each credit category shall be reduced by the same number as the number of credits recognized. Consequently, the sum of the credits already passed, the recognized ones plus those that have to be earned shall not be greater than the total number of credits in each credit category (mandatory and elective) required to obtain a Master degree at IE University, except for the case described in the following paragraph.

3.4. In the case of 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.

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. However, the credits recognized shall not exceed forty per cent (40%) of the total workload of the target Master 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.

3.6. Credits that have been recognized and therefore not studied at IE University shall appear in 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 not included in the study plan shall not exceed ten per cent of (10%) of the total number of credits that form the corresponding study plan.

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

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

4.2.     Credit recognition from courses in dual or successive programmes shall be completed automatically and incorporate the grade obtained. The study plans of such programmes have been specifically designed by the University to integrate both programmes in a coherent manner.

4.3.     The Master Direction can authorize the recognition of credits from other Master programmes at IE University if they consider that these credits match the ones in the study plan of the target Master programme.

4.4.     The recognition of credits 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 Master programme of origin. If necessary, a weighted average shall be used when several courses involve the recognition of one in the target Master programme. The grades will be included in the calculation of the Grade Point Average of the student's record.

**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 Master programme for participation in cooperation, solidarity, cultural, sport and student representation activities.

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 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 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 participation in other academic activities of educational character organized by IE University***

6.1.      IE University shall recognize a maximum of five per cent (5%) of credits in the target Master programme for attending academic activities of educational character organized by IE University.

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

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

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

6.5.      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 7.      *Recognition of credits taken at other universities***

7.1.      IE University can recognize credits from Master programmes belonging to the same or different areas of knowledge that have been studied at another Spanish or foreign university within the maximum established by the University. What shall be assessed is the correlation between the knowledge, skills and abilities acquired in the Master programme of origin and those included in the Master programme at IE University that one wishes to access.

7.2.      Once admitted into IE University, the student should make a credit recognition application following the established process.

7.3.      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, the grading system and the equivalence of credits in the number of hours of work.

7.4.      The recognition of credits from university studies 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 from private degrees or other official higher education studies***

8.1.      IE University can recognize credits from private degrees or other official higher education studies equivalent to the level of a Master degree in compliance with the conditions established in the corresponding Verification Reports.

8.2.      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 Master programme of origin, the grading system and the equivalence of credits in the number of hours of work.

8.3.      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.

8.4. 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.

8.5. The number of recognized credits that originated in unofficial university studies (private degrees or lifelong learning) or professional experience shall not jointly exceed fifteen per cent (15%) of the total number of credits that compose the target Master programme's study plan.

8.6. As an exception to what was established in the preceding paragraph, it will be possible to exceed the indicated percentage and recognize the totality of the credits that originated in unofficial university studies, as long as those studies cease to be given and become extinguished and replaced by a new, official university degree, in which those credits are recognized.

#### **Article 9. *Recognition of credits for professional experience***

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

9.2. 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 3 ECTS can be recognized.
- b) Between four and six years of professional experience - up to 6 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.

9.3. If applicable, the credit recognition application should be accompanied by documentation certifying the professional activity.

9.4. If the credit recognition is accepted, the recognized credits shall be subtracted preferably from the pool of credits for external internships, provided that external internships are a part of the study plan and have not been carried out. Subsequently, credits for the rest of the elective courses shall be recognized, provided the skills and abilities acquired during the professional activity match those that characterize the official Master programme at IE University. If the study plan of the target Master programme does not include elective courses, credits for mandatory courses most closely linked to the professional activity shall be recognized.

9.5. If applicable, 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.

9.6. The number of recognized credits that originated in unofficial university studies (private degrees or lifelong learning) or professional experience shall not jointly exceed fifteen per cent (15%) of the total number of credits that compose the study plan.



**Article 10.      *Recognition of credits from exchange programmes***

10.1.      IE University shall establish procedures so that the students enrolled in Master programmes can complete an international stay at one of the universities or institutions of higher education linked to the University through institutional programmes or agreements.

10.2.      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 Master 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.

10.3.      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 Master programme at IE University that will be recognized as the consequence of passing them during the exchange programme.

10.4.      The equivalence between the courses to be studied at the exchange university and the courses from the corresponding official Master 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 Master Direction.

10.5.      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.

10.6.      The completion of the study plan established in the individual Learning Agreement will result in the recognition of the credits studied at the exchange university as if they were studied in the corresponding Master programme at IE University.

10.7.      The recognized courses that originated in exchange programmes shall be included in the student's grades record 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 11. *Definition*

11.1. 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.

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

11.3. 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.

11.4. The credits obtained in other official Master 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 RECOGNITION AND TRANSFER OF CREDITS**

#### **Article 12.      *Competence in recognition and transfer of credits***

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

- a) Master 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 Master programmes at the University.
- c) The Rector: who will resolve any appeals filed against a credit recognition or credit transfer resolution.

#### **Article 13.      *Functions of Master Direction***

13.1. Master Direction is responsible for specific application of the credit recognition and transfer procedure in the corresponding programmes. The Master 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 Master 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 Master 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.

13.2. If needed and due to a particular complexity of a credit recognition application, the Master Direction may seek advice from experts in the field, although in no case shall these experts' opinions be binding. The Master 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 14.      *University's Committee for Recognition and Transfer of Credits***

14.1.    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 Registrar Office or a person assigned by them.
- c)    The person in charge of the Quality Department or a person assigned by them.

14.2.    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 Master 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, the schedule for their resolutions and their subsequent communication to the applicants.
- c)    To approve and supervise the instruments set up in each Master programme to quickly resolve credit recognition applications with the same precedents.
- d)    To promote the implementation of transparency measures 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 Master Direction and those presented by the students.
- g)    To submit appeals against resolutions to the Rector.

**Article 15.      *Credit recognition applications and procedure***

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

15.2.    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.

15.3.    Credit recognition from courses in dual Master programmes as well as those studies successively shall be completed automatically by the Registrar Office at the request of the Master Direction.

15.4. Credit recognition applications shall be submitted to the Master programme secretary's office within the established deadlines (which shall generally be the same as the enrolment period) and addressed to the Master Direction.

15.5. In the above case, the Master 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.

15.6. The Master Direction can refer a credit recognition application of special complexity to the Committee for Recognition and Transfer of Credits.

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

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

15.9. 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 days from the moment of reception of the notification.

15.10. 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.

15.11. 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.

15.12. The credit recognition applications presented can be withdrawn by the applicant at any moment prior to the resolution of the corresponding Master 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 Master 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 16. *Credit transfer applications and procedure***

16.1. 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 indicate whether they have previously done other official study programmes without having completed them and shall supply any relevant supporting documentation. Master Direction shall assist the students and inform the Committee for Recognition and Transfer of Credits.

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

16.3. 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 days from the moment of reception of the notification.

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

16.5. 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

MÁSTER EN \_\_\_\_\_/ MASTER 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' regulation,

#### I RESOLVE TO:

1. Approve/reject the credit recognition application detailed in the ANNEX of this resolution.
2. Submit this resolution to Registrar's Office for its processing and, if applicable, for its indication in the student's record.
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

N.º de Expediente / Student ID: \_\_\_\_\_

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

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

Fecha / Date: \_\_\_\_\_

Fdo. / Signed: \_\_\_\_\_

Nombre de la persona signataria / Signatory's name: \_\_\_\_\_

Cargo de la persona signataria / Signatory's position: \_\_\_\_\_