



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

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UCAM Catholic University of
Murcia

Preamble

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

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

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

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

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

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

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

OBJECT AND FIELD OF APPLICATION

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

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

TITLE I: DEDICATION MODALITIES

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

Article 1. Full-time student

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

Article 2. Part-time student

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

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

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

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

In the case that the student is authorized to study two official UCAM degrees at the same time, both face-to-face and semi-face-to-face and distance learning, the part-time registration can be formalized from 18 ECTS. The enrolment regime will be maintained throughout the academic year.

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

Article 4: Change in teaching (face-to-face/blended learning/on-line modality)

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

TITLE II. CONSTITUTION AND CONDITION OF STUDIES

Article 5. Continuation of studies

1. The permanence of students, both in undergraduate and master's degree programs, will be a maximum of 6 convocations per subject, unless otherwise established in the verification report.
2. Students who do not take any of the evaluation tests foreseen in the course (partial, global, practicals, exercises and assignments) will be considered as Not Presented and will not use up the time for the exam.
3. Those credits that have been recognized for non-university studies or those obtained for participation in university, cultural, sports, student representation, solidarity and cooperation activities provided for in Royal Decree 1393/07 modified by Royal Decree 861/10 will not be counted as approved credits in undergraduate studies.
4. For the purposes established in the previous paragraphs, the years of permanence will count as years of permanence those in which the student has formalized his/her enrollment and this has not been cancelled.

Article 6. Continuation of studies

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

Article 7. Loss of continuation of studies regime

1. A student of San Antonio Catholic University will lose his or her status by incurring in one or more of the following causes:
 - The student completes the studies and applies for the corresponding degree.
 - The student, upon express request, makes the transfer of academic record to another Center.
 - The student exhausts the maximum number of convocations in some subject (6), in addition to the "additional convocation of Grace" without having passed the subject.
 - The student, by express request in the Central or Postgraduate Secretary's Office, indicates his/her voluntary, definitive withdrawal.
 - As a result of the application of a sanction resulting from disciplinary proceedings.
 - The student who, after two continuous academic years, has not registered for the degree. A later reinstatement would be conditioned by the availability of places on the part of the University.

Article 8. Calls for exams.

1. Undergraduate students have six calls to pass each subject of their degree. Students who do not pass an optional subject in the established calls may take a different one among those offered by the university, having the number of calls indicated to pass the new subject.
2. Undergraduate students who have exhausted the six calls for a subject, and have not passed it, may apply to the Vice-rectorate of Quality and Academic Organization, the granting of an Additional Call for Grace (CAG). This request will be made through the central secretariat website at the following link:

<https://www.ucam.edu/servicios/secretariacentral/solicitudes>

3. In the case of Master's students, the total number of calls per subject will be limited to six, unless the verified report establishes otherwise. Students who have exhausted the six calls for a subject, and have not passed it, may also apply for the Call for Grace-fellowship, in the same terms as those established in the previous paragraph for the degree courses.

Article 9. Students with special academic needs.

1. The UCAM Curriculum Adaptation Service (SAC), included in the icerectorate of Quality and Academic Organization, has as its fundamental aim to guarantee equal opportunities for students and other members of the university community with disabilities and/or special needs, with the aim of responding to the demands of students, teachers and administration and service personnel in this area.
2. The activity to be developed by the SAC will be aimed at:
 - Students who have a Certificate of Disability or credential that officially recognizes any degree of disability, which could hinder the regular monitoring of the education in which they are enrolled.
 - Students with special needs without a Certificate of Disability, which could affect the regular monitoring of the education in which they are enrolled.
 - Students with temporary needs (accidents, serious illness), which could prevent them from following the ordinary planning of the education in which they are enrolled.

3. Functions of the SAC:

- To manage the requests of students and other members of the university community who demand some type of special academic adaptation, applying, among other measures, the recommendations that the CRUE establishes in its

Guide to Adaptations in the University, and to follow up on them during the course of the academic year.

- To offer advice to students and teachers on issues related to disability.
- To promote specific training for teachers on pedagogical-educational strategies to be adopted in class.
- To promote awareness actions for the full integration of these students in our university environment and outside it.

4. In the development of these functions collaborate closely with the SAC, the Body of Tutors UCAM, the Service of Psychological Evaluation and the Degree of reference of the student, with the main objective of helping all our students in their proper academic development.

TITLE III. VISITING STUDENT

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

Article 13. Condition of visiting student.

- 1 All the Spanish and foreign students who want to expand or complete their training by taking subject corresponding to official studies of the UCAM Catholic University of Murcia, in an extra-curricular way and with no academic effect, will be considered as visiting students. Those students will not be included in the headcount of the new students of the degree.

These students will not have entered our University through official procedures for the subjects they wish to study as visiting students, but they will have to:

- Either comply with the legal requirements for access to university studies, or have studied them previously, and not be included in the framework of a program, agreement or mobility agreement.
- Or be over 25 years old and have more than 2 years of accredited professional experience in the field of studies they wish to access as a visiting student.
- Holding a certificate accrediting the condition of High Ability Student or having a psycho-pedagogical report from the guidance department of the Secondary Education center where the student is attending school and which accredits such condition.

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

- 2 The visiting students will be considered as students of the UCAM Catholic University

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

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

Article 11. Field of application.

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

Notwithstanding the above, students with special educational needs associated with the personal conditions of High Abilities (AACC) may exceptionally apply to enroll in the subjects of the first year of Bachelor's Degree or the training provided by the UCAM School of Languages, and their final admission to such training will be assessed by the appropriate academic body.

Article 12. Admission and registration.

1. The admission will be granted by the Chancellorship, with the authorisation of the Administration of the Degree in which the subject of the petition is taught, after verifying the above mentioned requirements.
2. The admission application of the student must be submitted to the Central Secretariat:
 - For the subjects of the first term or the annual subjects, during the official period for reserving a place established in general by the University.
 - For the subject of the second term, in the first fifteen day of the official period

for the extension of the registration.

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

3. Once the admission request of the visiting student receives a positive answer, the student must formalise the registration to these subjects:

- For the subjects of the first term or the annual subjects, during the official registration period established by the University.

- For the subject of the second term, in the remaining time of the registration extension period, after obtaining the answer to the admission application.

4. In case of visiting student registration, the registration fees established for the degree concerned shall be paid for each academic year.

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

5. The admission and registration as visiting student does not imply, in any case, the recognition of the fulfilment of the admission requirements established by the legislation in force to take official studies.

6. It is forbidden to register to the same degree as visiting student and as ordinary student simultaneously.

Article 13. Studies recognition.

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

Article 14.- Teaching and assessment.

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

Article 15. Insurance and health assistance.

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

Article 16.- Academic certificates.

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