

REGULATIONS GOVERNING DEGREES AWARDED BY THE UNIVERSIDAD EUROPEA DE MADRID

Introduction

In accordance with the provisions of the eleventh additional provision of Royal Decree 1393/2007, of 29 October, which establishes the organization of official university education, *the universities, in the use of their autonomy, may offer courses of study leading to degrees other than those mentioned in Article 3.1. The awarding of these degrees shall be carried out in the manner determined by the university, and neither their denomination nor their format shall lead to confusion in terms of the accredited degrees established in Articles 9, 10 and 11 of this Royal Decree.*

To this end, the Universidad Europea de Madrid wishes to regulate its own degrees in accordance with the regulations that follow.

CHAPTER I: PURPOSE AND SCOPE

1. PURPOSE

To this end, the Universidad Europea de Madrid wishes to regulate its own degrees in accordance with the following regulations.

2. SCOPE

All degree programs delivered by the Universidad Europea de Madrid, and where appropriate also those delivered by authorized collaborating entities, which lead to the award of a private degree (issued in diploma or certificate format) from the Universidad Europea de Madrid, that is one that is different from the official degrees valid throughout Spain as set forth in Article 35 of the Organic Law 6/2001 of December 21, 2001 on Universities, are considered to be Private Degrees.

Private Degrees may be taught in campus-based, blended, or distance learning formats.

CHAPTER II: PRIVATE DEGREES AND MODALITIES

3. TYPE OF STUDY

The degrees governed by these Regulations may correspond to one of the following types of programs:

1. **Master's Degrees in Continuing Education:** postgraduate studies with an extension of 60, 90 or 120 ECTS credits.
2. **Postgraduate University Specialization:** courses of between 30 and 59 ECTS credits.
3. **Postgraduate University Expert:** courses with an extension between 6 and 29 ECTS credits.
4. **University Courses:** courses with no credit limitation.

The document that certifies the completion of each type of program will be:

- i) Master's Diploma in Continuing Education, Diploma of specialization in the case of Postgraduate University Specialization and Diploma of Expert in the case of Postgraduate University Expert.
- ii) Certificate for the University Course.

In all cases diplomas or certificates shall be issued in the manner determined by the university, and neither their denomination nor their format shall lead to confusion in terms of the official diplomas.

Private Degrees with the same denomination but with a different duration may not coexist for different modalities.

For the purposes of these regulations, each ECTS credit of the private degrees comprises a total of 25 hours, divided between teaching, educational activities and the student's independent work, depending on the competencies and learning outcomes expected in each degree.

4. FLEXIBLE STUDY

The Private Degree syllabuses can be organized in the "Flexible Program" mode, allowing students to take Master's Degree in Continuing Education, Postgraduate University Specialization or Postgraduate University Expert modules worth a minimum of 4 ECTS credits. In this case they will be able to obtain a University Course Certificate for each module taken and passed.

If the student chooses to study the program in flexible mode, obtaining one or different certificates, this will not prevent the application of the admission regulations required for the respective studies.

CHAPTER III: STUDYING AT THE UNIVERSITY

5. ADMISSION REQUIREMENTS

1. **Master's Degrees in Continuing Education, Postgraduate University Specialization and Postgraduate University Expert** are aimed at students who wish to study a postgraduate course in accordance with the following requirements:
 - i. Holding a higher education degree. In the case of university graduates from foreign education systems, it is not necessary to have their Bachelor's Degree homologated.
 - ii. In specific cases, accredited professional experience will be admitted, in accordance with the specifications of each professional field, which guarantees the achievement of the competences of the access profile in the field of the activities of the Degree. This option only applies to access to degrees expressly approved by the University.

The access requirements for each degree will be set out in the Private Degree information sheet, where additional requirements may be established for admission as well as for access, if deemed appropriate.

2. **University Courses** are aimed at undergraduate or graduate students.

The requirements for access to the University Courses shall be expressly determined in each program and set out in the corresponding information sheet for each course. These requirements shall be in accordance with the specific objectives of each program.

6. CREDIT RECOGNITION

1. In the case of **Master's Degrees in Continuing Education**, up to a maximum of 30% of the total number of credits of the Private Degree program may be recognized for Private Degrees previously completed either at the Universidad Europea, or at another university, except for double degrees where the number of credits to be taken will be determined by the establish in the corresponding agreement or the specific syllabus.
2. In the case of **Postgraduate University Specialization, Postgraduate University Expert and University Courses** a maximum of one third of the total number of credits that comprise each private degree may be recognized with other studies previously undertaken.
3. In all cases the rules below must be applied:
 - i) Recognition will be carried out by the Department in charge of validations, based on the specific information corresponding to each Private Degree. To this end, the student will need to provide the Recognition Department with the corresponding documentation.
 - ii) For recognition to be granted, it is necessary to evaluate the credits, content, competencies and learning outcomes of the qualification previously obtained together with those of the degree applied for.
 - iii) In all cases, the recognition of credits will be determined within the framework of each program and will be included in the specific information on each Private Degree.
 - iv) Under no circumstances will credits corresponding to the Master's Final Project, to asynchronous University Courses or to University Courses defined by the University be recognized.
 - v) The recognition of these credits will not include their qualifications, and therefore they will not be taken into account for the purposes of the transcript of records.

7. ASSESSMENT

1. Students enrolled on a Private Degree course must pass all the credits of the Program in order to obtain the corresponding diploma or certificate of completion. If the student does not pass the entire program, no partial diploma will be awarded, without prejudice to certifying the credits taken.
2. In the case of **Master's Degrees in Continuing Education**, the grades obtained by students in each of the modules will be expressed as numerical grades on a scale from 0 to 10, to one decimal place, to which the following qualitative grading can be added:
 - to 4.9 Fail (SS)
 - 5.0 to 6.9 Pass (AP)
 - 7.0 to 8.9 Very Good (NT)
 - 9.0 to 10 Outstanding (SB)
3. In the case of **Postgraduate University Specialization, Postgraduate University Expert and University Courses** the grading will be PASS / FAIL.

CHAPTER IV: DEGREE APPROVAL PROCESS

8. PROPOSAL FOR INNOVATION AND APPROVAL OF PRIVATE DEGREES

1. New Private Degrees may be proposed by any interest group (Faculty, Marketing, Innovation or others) at the Universidad Europea de Madrid.
2. Proposals for newly created Private Degrees will be presented at the University's innovation sessions. In these innovation sessions the heads/directors of Postgraduate Studies at each of the faculties, the Marketing Department, the Department of Course Innovation and Learning Assessment of the Vice-Rectorate for Faculty and Research, will be the ones to put together the proposal for the implementation of a new Private Degree.
3. In the case of Master's Degree in Continuing Education, the proposal for new Private Degrees must first be approved by the Government Council, and subsequently by the Management Committee before work can begin on their introduction.
4. In the case of Master's Degree in Continuing Education, before its approval by the University's governing bodies, it must have a favorable report from the Degree Innovation and Learning Assessment Unit, as provided for in the University's Internal Quality Assurance System, which shall be binding.
5. Once a Private Degree has been approved and the sales phase has begun, the syllabus cannot be changed.
6. Once a new Private Degree has been approved, the Private Degree Director or the equivalent responsible person must complete a Private Degree Information Sheet using the form available for this purpose, which must then be filed in the Degree Repository of the Office of the Vice-Rector for Faculty and Research.
7. The Information Sheet for the Private Degree will be reviewed by the person in charge of the Faculty's Private Degrees and validated by the Course Innovation and Learning Assessment Unit before being registered in the Private Degree Repository of the Office of the Vice-Rector for Faculty and Research.

9. PRIVATE DEGREE INFORMATION SHEET

For each Private Degree, a form will be completed in which the characteristics and specific features of the degree will be detailed. As it minimum it needs to include:

- i. Code.
- ii. The specific name of the Degree and the total number of European credits. The names of Private Degrees must not coincide with those of official university degrees that are valid throughout Spain, and any confusion with these must be avoided. Names that due to their meaning could lead to confusion with official degrees may not be used.
- iii. Responsible body. The Faculty or School that will be responsible for the teaching of the degree must be indicated.
- iv. All courses must be assigned to one or more fields of knowledge.
- v. Type of Degree Qualification.
- vi. Mode of teaching.
- vii. Minimum and maximum number of available places.

- viii. Group size
- ix. Requirements for admission to the degree and recommended student profile.
- x. Career opportunities.
- xi. Specific competences.
- xii. For each module: name, ECTS credits/hours, content, learning outcomes, educational activities, methodologies, and assessment systems.
- xiii. Credit recognition.
- xiv. Resources: facilities and equipment.
- xv. Academic staff: required faculty and teaching profile.
- xvi. Monitoring, analysis, and improvement.
- xvii. Year of implementation.

In all Private Degrees, an assessment of the student's academic performance must be carried out, and a numerical grade given.

All this information will be transferred to the Planning Department and the Academic Registrar's Office so that the characteristics of each degree can be recorded on the system, the appropriate recognition of credits can be made, and certificates and degrees issued, preferably in electronic format.

10. MODIFICATION OF A PRIVATE DEGREE

The content of a Private Degree may only be modified for subsequent courses, never for courses that have already commenced, or have been sold. In exceptional cases, once the proposal for each Degree has been approved, changes may be requested if they do not exceed 30 percent of the total content of the first proposal. Likewise, a modification of the name of the Private Degree may be requested in order to adapt to a changing reality, as long as such change is not significant, and is neither misleading nor confusing to students, and the course has not yet been sold.

Any modification affecting a Private Degree must be approved by the Government Council and the Management Committee. It must be presented by the Dean or the person he/she delegates in the Private Degree innovation/ modification session and must follow the same procedure of study and approval by the Government Council and the Management Committee described in Point 8, if applicable.

11. DISCONTINUANCE OF A PRIVATE DEGREE

If the decision is taken to discontinue a Private Degree, this will be communicated by the Postgraduate Degree Director to the Office of the Vice-Rector of Faculty and Research for approval by the Government Council and the Management Committee. In the event that there are students who have not yet completed their studies, a termination plan must be drawn up so that students who have begun their studies can complete them within the time frame determined by the University. After approval, this will be communicated to the Academic Quality and Compliance Unit.

CHAPTER V: TECHNICAL RESOURCES

12. TECHNICAL RESOURCES

If the Private Degree involves the teaching of non-campus-based content, it is essential to ensure that students have the necessary tools to enable them to follow that part of the course.

CHAPTER VI: STUDENTS

13. STUDENTS

All Private Degree students must complete their enrollment in accordance with the requirements and the specific procedure established by the Universidad Europea de Madrid for such degrees.

Students enrolled on Private Degree courses will have access to all the information regarding the syllabus, class schedules, and how teaching is organized.

CHAPTER VII: MANAGEMENT AND FACULTY

14. DIRECTOR

All Master's Degrees in Continuing Education, Postgraduate University Specialization Degrees, Postgraduate University Expert Degrees and University Courses will have a director who must be a lecturer at the University with an employment relationship with the University and university teaching experience. This is without prejudice to the possibility of appointing an external co-director of the program.

In the case of University Courses, professionals of recognized prestige who work outside the University may be authorized to act as program directors if their area of specialization is deemed to be of particular interest to the university. In these cases, there will also need to be an internally appointed Director who must be a lecturer with an employment relationship with the University.

15. FACULTY

The faculty that teaches on Private Degree programs will be made up by lecturers with an employment or commercial relationship with the University or through a collaboration agreement with an external entity. All should be qualified and have teaching experience in accordance with the subjects to be taught.

External professionals and professors, specialists in the subjects that make up the syllabus of the Private Degree, may also be involved.

CHAPTER VIII: ISSUANCE OF DIPLOMAS AND CERTIFICATES

16. ISSUANCE OF DIPLOMAS AND CERTIFICATES

Students enrolled on a Private Degree course must pass all the credits of the Program in order to obtain the corresponding document that justifies it by means of a degree or certificate of completion. If the student does not pass the entire program, no partial degree will be awarded, without prejudice to certifying the credits taken.

The certificates and diplomas corresponding to the Private Degrees covered by these Regulations shall be issued by the University in the format approved by the General Secretariat and will be processed by the University's Academic Registrar's Office.

17. MONITORING AND ASSESSMENT

The Private Degrees shall be subject to the Quality System defined by the University. Their monitoring and assessment will be carried out in accordance with the corresponding procedure in this system and by the persons defined for this purpose.

ADDITIONAL PROVISIONS

ADDITIONAL PROVISIONS: ONE

All newly introduced Private Degrees from the 2023-2024 academic year onwards will be subject to the provisions of these regulations.

These regulations shall come into force in the academic year 2023-24.

Madrid, 2nd March 2023