



REGULATIONS OF THE EUROPEAN PROFESSIONAL CENTRE OF MADRID

Explanatory memorandum

The application of the new Organic Law 3/2022, of March 31, regulating the integration of Training into the specific context of the European Professional Centre of Madrid has given rise to the drafting of these academic regulations, which include updates to its articles to bring them into line with this Law and the subsequent Royal Decree 659/2023, of July 18, which develops the regulation of the Vocational Training System.

The European Vocational Training Centre of Madrid, hereinafter the Center, is a private center owned by Universidad Europea de Madrid, S.A.U., authorized by Order of the Regional Ministry of Education of the Madrid Autonomous Region in General Education at its two campuses in Villaviciosa de Odón and Alcobendas (code 28072661 and code 28075844) and in Artistic Education (code 28072651).

The mission of the European Professional Centre of Madrid is to be a benchmark for quality in higher vocational training in Spain, training professionals and technicians capable of responding with excellence and flexibility to the qualification needs of the productive sectors and continuously adapting to the changes of a globalized society.

The educational model of the Vocational Training Center is based on the following pillars:

- Responding to the demands of society and the productive environment, both in terms of contributing to the development of knowledge, innovation, and a more prepared and cohesive society, and in terms of meeting the needs of employers.
- Placing the student and their learning at the center of the model, with the student themselves organizing and deciding their dedication to their studies, building knowledge from their own experience and reflection on that experience, and sharing it with their peer group under the guidance of a teacher with individual or group academic monitoring through tutorials.

Connecting academic training with professional reality, making professional qualifications and competencies the benchmark for the organization of teaching, and ensuring consistency between what is learned and what the labor market demands.

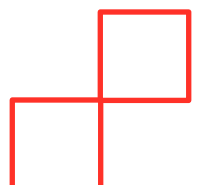
- Incorporate international experience, both within and outside the Center, as part of the academic curriculum, enriching academic life with more global experiences through academic, cultural, and linguistic exchange, which broaden students' horizons and enhance their employability at the international level.
- Provide flexibility in training programs for the continuing education of professionals and lifelong learning, facilitating entry and exit within the higher education system and promoting training opportunities for people with different personal, academic, and professional profiles, in accordance with the principle of attention to diversity.

These regulations aim to provide a flexible framework for the Center's educational activities, establishing the minimum general requirements that all members of the educational community must meet in the performance of their activities and functions.

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The Center's supplementary regulations may not contradict those established in these Regulations.

CHAPTER I: GENERAL PROVISIONS

Title I: Student Admission Art. 1.

Once the student has been notified of their admission to the Vocational Training Center, their enrollment will become effective once the admission procedures have been completed and the tuition has been formalized, for which it will be necessary to prove legal access to the Advanced Vocational Training Programme (CFGs).

If the applicant has studied abroad and does not yet have their final credential, they may prove, before the start of the academic year, that the corresponding application for accreditation has been submitted in accordance with the procedure established by the Ministry of Education, Vocational Training, and Sports in order to register conditionally. Once conditional enrollment has been formalized, it will only be valid until the day before the final evaluation meeting of the year. In the event that the decision is not made in accordance with the terms requested by the interested party and included as such in the aforementioned form, and the accreditation of the studies completed abroad is not accredited, the results of the exams taken or the enrolment made as a result of the use of this form will be void. In any case, the period of validity will be determined by the administrative authority responsible for the decision on the case.

Art. 2.

The Center reserves the right of admission and the right not to renew the annual tuition of those students whose conduct or actions may set a bad example for the Center and for the rest of the students. In particular, the following are noted:

- any action, act, or offense that contravenes the University's code of ethics, which applies to the Center.
- being charged in criminal proceedings for an intentional crime
- any other conduct, act, or situation that the Center considers to affect the normal development of its students' educational activity.

Title II: Student enrolment Art. 3.

Enrolment shall take place each academic year in the professional modules corresponding to the modality and will entitle the student to carry out the activities programmed for each professional module.

Enrol is carried out only once each academic year and, once completed, is irrevocable. However, students may request cancellation of their enrollment as provided for in these Regulations.

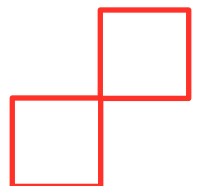
Art. 4.

For on-campus delivery courses, enrollment will generally be for the entire year. Students who have passed part of the professional modules of a year, or who have had some of them validated or recognised, will enroll in the remaining modules of that year. Likewise, students who advance to the second year with modules pending from the first year will also enrol in those modules, provided that they have a weekly schedule that does not exceed nine teaching hours. Students must ensure that the schedules of the modules in which they enrol do not overlap.

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It will not be possible to formalize tuition in a professional module that has been previously passed. In these cases, the grade will be transferred in order to complete the student's academic transcript in the courses in which they are enrolled.

In the intensive program, first-year students will enrol in all the professional modules that make up the training cycle. Students may not enrol in this program if they have previously passed one or more professional modules included in the program.

Art. 5.

In distance/online learning programs, students will enrol in each academic year in a maximum number of professional modules whose combined duration does not exceed 60 percent of the total hours of the program, not taking into account for this calculation the professional modules in which a transfer of grade is made. Professional modules for which validation is requested shall also not be taken into account for this calculation; if this tuition exceeds the established maximum, it shall be conditional upon the favorable resolution of the validation request.

When the student is going to carry out the Company Training Phase, hereinafter referred to as FFE, during the academic year, this circumstance must be recorded in their tuition and they must be enrolled in at least three modules related to competency standards and learning outcomes included in the training plan.

Art. 6

Enrolment in each of the professional modules, whether on-campus delivery or distance/online, requires that the student has not exhausted the maximum number of calls for entries provided for in current state regulations.

Art. 7.

During the same academic year, a student may not be enrolled in the same training cycle, whether in the same or different modalities, regimes, or educational centers. If this circumstance is verified, the enrolments that have been made in said modules in centers in the Madrid Autonomous Region will be canceled, as well as the grades that have been awarded as a result.

Art. 8.

Students may switch from distance/online learning to on-campus delivery and vice versa in subsequent academic years, provided that the admission requirements established for each system are met. In both cases, they may only enrol in professional modules that they have not passed.

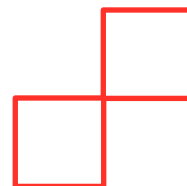
Title III: Cancellation of tuition Art. 9.

Students may, in accordance with the provisions of the tuition contract, request unilateral withdrawal from the Vocational Training Center at any time during the academic year, requesting it in accordance with the provisions of said contract, without prejudice to their obligation to pay the corresponding academic fees.

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Notwithstanding the above, only students who do so during the first month of teaching activities will not be included in the assessment records and, consequently, will not be counted for the call for entries to which they would have been entitled under the tuition.

Cancellation of tuition will affect all the professional modules in which the student was enrolled; under no circumstances will partial cancellation of tuition be accepted.

Art. 10.

The request for cancellation shall be submitted, using the form provided by the Center for this purpose, before the end of October of each academic year.

Title IV: Cancellation of tuition due to non-attendance at on-campus classes Art. 11.

In the on-campus delivery, attendance at training activities is a necessary condition for maintaining tuition in the training cycle.

Art. 12.

When a student accumulates a number of unjustified absences equal to or greater than that established in the following section, the director of the Center, at the proposal of the group tutor, will agree to cancel the tuition that had been formalized. Absences must be recorded in the technological system that the Center has established for this purpose.

The number of unexcused absences that will result in the cancellation of tuition will be equivalent to 15% of the total training hours of the modules in which the student is enrolled, excluding modules pending from previous years and those that have been validated or waived.

Art. 13.

Likewise, failure to attend learning activities for a period of fifteen consecutive school days without justification shall be grounds for cancellation of tuition.

Art. 14.

Absences due to illness or accident of the student, care of dependent relatives, specialized treatment for disability, or any other extraordinary circumstance deemed appropriate by the Director of the Center are considered justified absences, provided that the student provides supporting documentation to their tutor within two business days of their return.

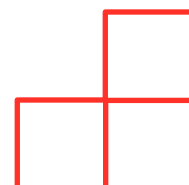
Art. 15.

In the on-campus delivery modality, the Center will establish the procedure by which absences from training activities carried out at the educational center or in other places where the student's training takes place will be recorded. At the beginning of the academic activities, the tutor will inform the students of both the number of unjustified absences that will result in the cancellation of their tuition and the justification procedure that must be followed for this purpose.

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Title V: Examinations Art. 16.

Each academic year, students may be assessed in two call for entries: one ordinary and one extraordinary, and will have, throughout the duration of their training in a training cycle, a maximum of four exam sessions between the attendance and distance learning systems, to pass each professional module, without prejudice to the Extraordinary exam period provided for those who have exhausted the four exam sessions due to illness, disability, or other reasons that condition or prevent the normal development of their studies. This limit is set at six call for entries for students with special educational needs accredited by the competent body.

In any case, and in general, a student may remain enrolled in a training cycle in the on-campus delivery for a maximum period not exceeding twice the number of years assigned to the cycle or syllabus in tuition. In the online modality, they may remain enrolled for a maximum of six consecutive years.

Art. 17.

The Workplace Training (FCT) module may be assessed in a maximum of two call for entries. Depending on when the student is promoted to this module, the call for entries may take place in the same or a different academic year, provided that this does not affect the phase-out schedules established by the administration for qualifications approved under Organic Law 2/2006 (LOE).

The Workplace Training Phase may be taken a maximum of two times, with the teaching team being responsible for the decision to repeat it.

Art. 18.

Students will have a maximum of four calls for entries to pass the professional module of Project for LOE/LOGSE degrees. Depending on when the student is promoted to this module, the calls for entries may be made in the same or a different academic year.

For LOOIFP qualifications, students will have a maximum of two calls for entries to pass the professional module of Intermodular Project.

Art. 19.

In on-campus delivery teaching, students may waive the assessment and grade of one or both calls for entries of the academic year for all or some of the modules, provided that one of the following circumstances applies:

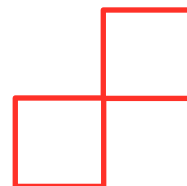
- a) Prolonged illness or accident of the student.
- b) Personal or family obligations assessed by the Director of the Center that condition or prevent normal dedication to study.
- c) Performance of a job.

The request to be admitted to the withdrawal from the call for entries must be submitted, using the form established by the Center for this purpose, at least one month before the date of the final assessment of the module or modules affected by the withdrawal. The reasons given for the withdrawal must always be justified with supporting documentation.

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Students may withdraw from the assessment and grade of one or both of the calls for entries scheduled for the FCT module of LOGSE/LOE qualifications. Withdrawal from the assessment and grade in any call for entries of the FCT module also implies withdrawal from the assessment and grade of the Professional Project module in the same call for entries.

Art. 20.

In distance/online learning courses, and in order not to exhaust the number of call for entries established for each professional module, students or their legal representatives may waive the assessment and grade of all or some of the modules in one or both call for entries of the academic year. The procedure will be that established in the current regulations for the on-campus system, with the exception that students who, where applicable, have received preferential treatment in admission due to accredited work experience may not cite the performance of a job as a circumstance for requesting withdrawal.

Art. 21.

The calls for entries taken by students in the on-campus program will be taken into account for the purposes of calculating the maximum number of calls for entries established in the previous sections. Similarly, the calls for entries taken by students in the distance/online program will be counted as such if the student enrolls in the on-campus program.

Title VI: Promotion from the first to the second year in face-to-face courses Art. 22.

Students enrolled in on-campus delivery qualifications who pass all the professional modules of the first year will be promoted to the second year.

In distance/online mode, no promotion criteria are established, and enrolment will be subject only to the provisions of the enrollment rules referred to in Article 5.

Art. 23.

Those who, after the Extraordinary exam period for the first year, have one or more professional modules pending that together have a weekly timetable of no more than nine teaching hours will also be promoted.

Art. 24.

In the on-campus delivery, in the LOGSE/LOE training plans, students who have passed all the professional training modules at the educational center may access the FCT module.

Students who have only one professional module pending approval that does not correspond to the units of competence in the National Catalog of Professional Qualifications for accreditation may also do so, provided that their weekly timetable does not exceed eight teaching hours.

In the distance learning modality, in the LOGSE/LOE training plans, students may enrol and take always together, the professional FCT module and the professional Project module if the following conditions are met:

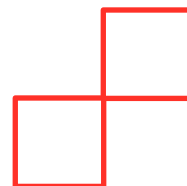
- Having completed at least 50% of the total course load of the syllabus established for the Madrid Autonomous Region or all the professional modules included in the first year of said curriculum.
- Have a favorable admission report issued by the teaching team. This report will be issued once the student is enrolled and has applied for admission.

Title VII: Assessment

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Art. 25.

In order to guarantee students' right to have their performance assessed according to fully objective criteria, the general criteria to be applied for the assessment and grade of learning must be made public. The assessment and grade criteria specified in the teaching programs and professional module programs must aim to objectively assess the degree to which the general competence of the qualification and the corresponding professional competences have been achieved, as well as facilitate the observation of the achievement of the learning outcomes of the professional module or, where applicable, the training unit.

For students enrolled in on-campus delivery courses, the Center establishes continuous assessment as the system for evaluating student knowledge, which must provide both teachers and students with constant information on the learning situation of the module throughout the academic year. Therefore, attendance at on-campus classes is compulsory as a necessary part of the assessment process and in order to comply with the student's right to receive advice, assistance, and academic monitoring from the teacher.

For students enrolled in distance/online learning courses, the assessment of each professional module in which they are enrolled for an academic year will be carried out in the ordinary and extraordinary final assessments.

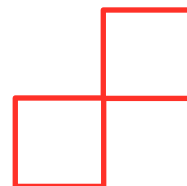
Final assessments and corresponding assessment tests will always be on-campus, regardless of the modality and regime in which the studies are pursued.

Art. 26.

The assessment will aim to evaluate students' progress in relation to the general competence of the qualification and the general objectives of the training cycle. To apply it, the following benchmarks will be taken into account:

- a) For professional training modules at the educational center: the teachers or experts responsible for each professional module will evaluate based on the objectives, expressed in learning outcomes, and the assessment criteria specific to each qualification and those specified in the applicable content in the Madrid Autonomous Region. The dual company tutor will issue a qualitative assessment of the learning outcomes worked on jointly by the training center and the company, which will be taken into account in the assessment of the professional modules.
- b) Final assessment decisions will be made collectively by the Center's teachers based on the degree to which the competencies corresponding to the training cycle have been acquired. In the case of qualifications regulated under the former LOGSE or LOE education laws, the following points will be taken into account for the assessment of the FCT (Workplace Training) module:
 - The assessment criteria defined in the training program.
 - The information collected by the FCT teacher-tutor during visits to companies.
 - The information provided by students during office hours at the Center and on the student form.
 - The assessment of the student's stay at the work center, carried out by the tutor appointed by the company for monitoring purposes.
- c) For the assessment of the professional module Project:
 - The learning outcomes and assessment criteria defined for the professional module specific to each degree.

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- The information collected by the project coordinator-teacher during office hours at the Center.
The assessment of the project carried out by the students.

d) In intensive on-campus delivery, the assessment of the professional modules will be the responsibility of the teaching staff at the educational center, who will take into account the assessment of the company tutor.

Art. 27.

The regulatory references for assessment in distance learning will be the same as those defined for on-campus learning.

Art. 28.

In the assessment process for distance/online learning, tutors will monitor the learning process using the information gathering tools and procedures previously established in the corresponding teaching program, which must be made known to students.

The tutor for each professional module may schedule on-campus activities throughout the year, which will be taken into account in the final grade for the module.

At the end of the tutorial period assigned to each professional module or at the end of the training phase in a company or equivalent organization, where applicable, a final on-campus exam will be held, which is compulsory for all students. This final on-campus exam will cover the entire content of the module in question. This exam will be taken simultaneously by all students enrolled in the program at their educational center. The dates of the on-campus exams must be announced at the center at the beginning of the school year so that they are known in advance.

Attendance at final exams on-campus is compulsory. Students who do not attend these exams will not be assessed and will have exhausted their call for entries.

The data obtained by the tutor from monitoring the activities carried out by the student throughout their learning process may be taken into account to improve the final grade for the module, provided that the student has obtained a positive grade in the on-campus exams.

The procedure for appealing grades will be the same as that established for the on-campus program.

Art. 29.

The assessment will result in the issuance of a grade that reflects the results obtained by the student.

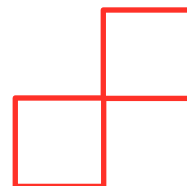
Title IX: Module grades Art. 30.

1. The grades for the professional training modules at the Educational Center and for the professional Project module will be expressed in numerical values from 1 to 10, without decimals. Grades equal to or higher than 5 will be considered positive, and the rest will be considered negative.
2. In the case of qualifications regulated under the LOGSE (General Law on the Education System) or students under the old LOE (Organic Law on Education) system, which is being phased out, the FCT module will be graded as "Pass" or "Fail."

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3. Validated professional modules will be graded as follows:

- a) When the training provided to apply for validation corresponds to the completion of one or more professional training modules of the education system, the assessment of this validation application will be recorded in the evaluation documents with the expression "CV-", accompanied by the grade obtained. In cases where the validation requires consideration of more than one professional module, the grade indicated will be the result of the calculation of the arithmetic mean of the grades obtained in those professional modules, rounded up to the nearest whole number when the decimal is equal to or greater than five.
- b) When the training provided to apply for validation corresponds to: 1) Language level certificates from the Official Language School, a Bachelor's Degree in Philology or Translation and Interpreting, or equivalent, in the same specialty or language as the foreign language to be validated. 2) Professional certificates issued by the labor administration. 3) Official certificate from the competent administration if the units of competence have been acquired through a procedure of evaluation and accreditation of professional competences. Assessment documents with the expression "CV" without any accompanying grade.
- c) In the case of validations whose resolution corresponds to the Management Board for Secondary Education, Training, and Special Education: the assessment documents will include the notation "CV-" followed by the grade for the professional module or modules provided in the application or, where applicable, the notation "CV" when documentation is provided that does not correspond to the completion of professional modules.
- d) In the case of validations whose resolution corresponds to the Ministry of Education and Training (MEFP): Professional modules validated by the MEFP will not be assigned any grade, appearing in the assessment documents with the expression "CV".
- e) Professional modules that have been subject to correspondence with work practice will be graded with the expression "Exempt."

4. Professional modules that have not been graded for reasons other than withdrawal from the call for entries will be listed as 'Not evaluated' and the corresponding call for entries will be counted as used.

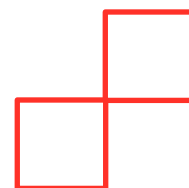
5. Students who obtain a grade of 10 in a given professional module may be awarded a 'Specialization,' provided that the result obtained is the consequence of excellent academic performance combined with particularly noteworthy effort and interest in the module. Specializations will be awarded by the professor teaching the corresponding professional module. The number of honorable mentions that may be awarded shall be equal to a maximum of 10 percent of the students enrolled in the professional module in each group. The awarding of an honorable mention shall be recorded in the student's assessment documents with the letters "mh" following the grade of 10.

6. Once all the professional modules that make up the training cycle have been passed, the final grade for the training cycle will be determined. To do this, the simple arithmetic mean of the grades for the professional modules that have a numerical value will be calculated; the whole number and the first two decimal places will be taken from the result, rounding up the hundredths digit if the thousandths digit is equal to or greater than 5. Therefore, the grades "Pass" and "Exempt" will not be taken into account in this calculation. Grades marked as "CV" with a score will be taken into account in the calculation of the final grade.

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First Class Honours may be awarded when the final grade referred to in the previous section is equal to or greater than nine, up to a number that may not exceed 5 percent of the students enrolled in the corresponding Bachelor's Degree.

Title X: Review of final grades Art. 31.

Students shall have the right to an ordinary review of final grades, which shall be individualized and carried out with the professor or professors who graded the module.

Final grades will be published electronically, stating the place, date, and time of the review, which will take place, whenever possible, between the second and fifth working day after publication.

The review of final grades shall not interfere with the deadlines for the submission of records.

Art. 32.

Once the ordinary review procedure has been exhausted, any student who considers that there are sufficient grounds may submit the final grade obtained in a module to the Assessment Committee for review, in accordance with the following procedure:

- a) The procedure shall be initiated at the request of the student or the module professor by means of a written request submitted to the Center's secretary and addressed to the Center's Director. Said request shall be justified and shall contain all arguments justifying the disagreement with the grades.
- b) The deadline for requesting a review of the final grade shall be three working days from the date of the ordinary review.
- c) Once the request has been examined, the Director of the Center may reject or approve the Assessment Committee for this purpose.

Art. 33.

The director of the Center shall immediately forward the report through the head of studies to the head of the teaching department, who shall request a report from an Assessment Committee made up of teachers from that department. Teachers who have evaluated the student may not be part of the Assessment Committee.

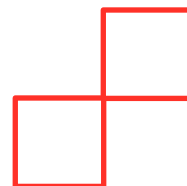
Once the Committee has been formed, the Director of the Center shall forward all the documentation to it so that, within a maximum period of three days from receipt of the documentation, it may draw up a reasoned report and a proposed resolution. The Committee shall submit the reasoned report and proposed resolution to the Director of the Center, who shall notify the student in writing of the reasoned resolution of the review of the grades within two business days, which shall conclude the review process at the center.

If, after the review process, the student continues to disagree, within two working days of notification of the decision, they may request the Director of the Center to refer the complaint to the head of the corresponding Territorial Area Directorate.

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Title XI: Validations and exemptions Art. 34.

Applications for validation of studies completed with professional modules of a specific training cycle require that the student be enrolled in those courses.

Art. 35.

Validations shall be carried out in accordance with the criteria established in current legislation under the terms set out in Royal Decree 659/2023, of July 18, and Royal Decree 1085/2020, of December 9, and the corresponding validation guide published each year by the Madrid Autonomous Region.

As a general rule, the equivalent professional modules listed in Annexes I, II, III, and IV of Royal Decree 1085/2020, of December 9, or, where applicable, in the annexes on validation of the royal decrees establishing vocational training qualifications, transferring the grade in the case of identical modules or reflecting a CV-followed by the grade obtained in the previous module.

The resolution of validations not included in the previous section shall be the responsibility of the Ministry of Education and shall be reflected in the certificate with CV.

For new syllabi (LOE-LOOIFP), the professional modules of Employability Pathways I and II may be validated by the modules of Training and Career Guidance (FOL) and Business and Entrepreneurial Initiatives, respectively. In the case of providing an FOL module from the former LOGSE education law, the training established for the performance of core level preventive activity functions must be held, issued in accordance with the provisions of Royal Decree 39/1997, of January 17, which approves the Regulation on Prevention Services, with express indication of the content passed.

Elective modules may be validated if the student has passed non-formal years or learning activities, provided that they are related to their professional profile or to cross-disciplinary competencies that improve their employability. Certifications issued by centers or entities primarily engaged in education or training will not be accepted.

In the intensive dual system, validation of professional modules cannot be requested, with the exception of Personal Pathway for Employability I and II and Professional English.

Professional modules that have been previously validated may not be validated again with other professional modules.

Validated professional modules shall be graded as indicated in Article 30 of these Regulations.

Art. 36.

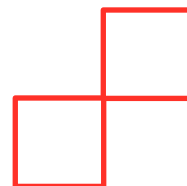
The procedure for requesting validations is as follows, depending on the case:

1. Validations whose resolution corresponds to the Director shall be processed in accordance with the following procedure:
 - a) Students may submit their application within fifteen school days of the start of activities, once they have formally enrolled. The application must be accompanied by the official academic certificate for the studies completed or, where applicable, the certificate of professional competence or partial accreditation referred to in the previous article. The Center will include a certified copy or a copy "in accordance with the original" in the student's academic transcript in the event that

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- documents with handwritten signatures are submitted.
- b) The Director of the Center will decide on the request, recognizing the validations that fall within his or her competence.
2. Validations whose resolution corresponds to the Ministry of Education will be processed in accordance with the following procedure:
 - a) The student shall complete the application form provided by the Center.
 - b) The Center will carry out the necessary procedures for the Ministry of Education and inform the student of their status.
 - c) Once the competent body has approved the validation, the student must submit said Resolution to the Center so that it may take effect.
 3. Until the requests are resolved, students must attend the training activities of the professional modules for which they have requested validation and may not be proposed to take the professional module of Workplace Training if they do not meet the requirements of the regulations in force.
 4. Resolutions shall be recorded by means of a copy or other procedure in the student's academic transcript. Validated modules shall be recorded in the assessment documents in accordance with current legislation.
 5. The expiry of the maximum period of three months without express notification of a decision entitles the interested party or parties who submitted the application to consider it rejected due to administrative silence.

Art. 37.

Exemption from training in a company or equivalent organization may only be requested in courses offered under the general system. Advanced Vocational Training Programme in the vocational field of health and regulated professions are exempt from possible exemption from the training period or equivalent organization.

To do so, they must be enrolled in the module at the time of application and provide proof of at least one year of full-time work experience. This experience, which must be related to the training cycle in which they are enrolled, will allow the teaching team to assess whether the candidate has acquired the learning outcomes of the module. In the event of partial recognition, the teaching team will establish the number of hours of practical training required for the student to complete the learning outcomes of the module.

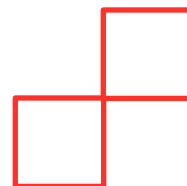
The calculation of work experience time will be determined taking into account the legally established hours for a full working day.

Art. 38.

The request for total or partial exemption from the in-company training phase (FFE) must be submitted during the first quarter of each year or up to two months before the evaluation meeting for the FCT module, in the case of LOE qualifications that are being phased out and LOGSE qualifications. The following documentation must be attached to the request:

- a) For salaried workers:
 - Certification from the General Treasury of Social Security, the Social Marine Institute, or the mutual insurance company to which they were affiliated, stating the company, employment category (contribution group), and period of employment.
 - Employment contract
 - Certification from the company where they acquired their work experience, specifically stating the duration of the contract periods, the activity

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carried out, and the time interval in which said activity was carried out. In this section, the complete functions performed must be indicated, which are related to and coincide with the learning outcomes of the degree.

b) For self-employed or freelance workers:

- Certification from the General Treasury of Social Security or the Social Marine Institute of periods of registration with Social Security under the corresponding special regime.
- Description of the activity carried out and the time period during which it was carried out.

c) Volunteer workers or interns:

The requirements must be consulted in Royal Decree 659/2023, of July 18, which develops the organization of the Vocational Training System.

d) Applicants may attach other legally admissible documents that provide further information on their work experience, in order to facilitate the decision on the application for total or partial exemption from the FFE or the FCT module, as appropriate.

Art. 39.

The Director of the Center where the student's file is kept, in view of the report issued by the teaching team, will decide on the request for total or partial exemption from the FFE or the FCT module, as appropriate, in accordance with the procedure.

The decision will only take effect if the teaching team decides, in the corresponding assessment session, to allow the student to undertake the internship and, consequently, it will be included in the first Final Grade Certificate for the Training Cycle issued after the decision has been made.

The decision on the exemption, which shall be justified, shall be communicated in writing to the interested party for their information in the prescribed form at least twenty calendar days before the start of the internship. A copy shall also be sent to the tutor of the module for their information and that of the teaching team, and another shall be included in the student's academic transcript.

If the student does not agree with the decision, they may submit a written appeal to the Director within two working days of notification, who will ratify or modify the decision within two working days, giving reasons for doing so.

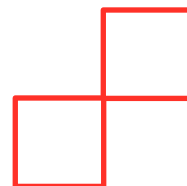
If the interested party persists in their disagreement, they may request the Director to submit a complaint to the head of the corresponding Territorial Area Management Board, in writing, within two working days, who will communicate, as soon as possible, the decision that ends the administrative process.

If the exemption is total, this shall be recorded in the assessment documents in the manner provided for in the legislation in force. If the exemption is partial, the teaching team shall schedule the necessary activities which, once completed, will enable the student to obtain a "Pass" grade in the professional module in question.

Title XII: Economic Regime

It is the obligation of students and/or their financial guardians to pay in full the fees corresponding to the owner of the Vocational Training Center for educational services or any other services contracted between both parties.

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Art. 40.

Failure to comply with this obligation will result in the loss of student status and all the rights inherent to it, and specifically, the right to take any of the activities subject to assessment, including exams, and to enrol in any module or year, until the financial situation of debt is regularized, thus remaining in default, automatically extinguishing the contractual relationship with the owner of the Vocational Training Center, all without prejudice to the rights of the owner of the Center to claim in court the effective payment of the amount owed, as well as the corresponding default interest or relevant compensation for damages and/or losses caused.

Failure to pay the total or partial amount of the price, depending on the option chosen by the student, will result in the refusal or cancellation of tuition and, consequently, the loss of student status at the Center.

The Vocational Training Center will require payment of any outstanding amounts for tuition in previous academic years as a prerequisite for tuition.

The Vocational Training Center will refuse to issue diplomas and certificates when students have outstanding payments, applying a surcharge to these amounts corresponding to the interest on arrears set out in the general enrolment conditions.

ADDITIONAL PROVISION

References to persons identified in the masculine gender are also understood to refer to the feminine gender. Thus, the term "student" is understood to refer to "female student," "representative" to "female representative," "professor" to "female professor," and so on.

FINAL PROVISION

The changes to these regulations shall apply from the 2025-2026 academic year.

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