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	PC. 3.1 ADMISSION, ENROLMENT and CREDIT RECOGNITION	

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1. OBJECT


The purpose of this procedure is to establish the admission process, systematise Enrolment and the credit recognition process, from the student's application to the reflection on their academic transcript, guaranteeing that the process is carried out with all the quality guarantees.

2. SCOPE

This procedure applies to all student admission processes, Enrolment management and all applications for credit recognition for all Degrees offered by the Universidad Europea de Valencia (hereinafter, the University), with the exception of PhD Degrees.

3. REFERENCES

- Organic Law 3/2018 of 5 December on the Protection of Personal Data and Guarantee of Digital Rights approving the regulation implementing Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC.
- Organic Law 2/2023 of 22 March on the University System.
- Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance.
- Current regulatory framework governing access to the University in the Valencia Autonomous Region.
- Current Bachelor's Degree and Postgraduate Admission Regulations of the Universidad Europea de Valencia.
- Regulations for the Recognition of credits in the current Concurrent Bachelor's and Master's Degrees of the European University of Valencia.
- Current regulations for study abroad.
- General conditions for the modification of current tuition.

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4. DEVELOPMENT OF THE PROCESS

4.1 Information for students

Once the Degrees to be offered in each academic year have been Passed, the necessary information will be made available to the Admissions Department, so that they can provide interested students with all the details relating to the required Qualification.

A Training and information dossier is prepared, involving different Departments and the Centres, both at process and product level, so that the Admissions department receives all the precise information and particularities of the Degrees offered by the University.

The University provides information on its website for new students on the routes and requirements for admission to the Degree, including the recommended admission profile if applicable, always in accordance with the information that appears in the verified report of the Degree.

4.2 Student Admission

This Student Admission process is applicable to new , for the official courses offered, in any delivery .

When the Admissions receives a request for information (On-campus, telephone or online), it informs the candidate about the steps to be taken to complete the admission process.

In order to start the admission process, the candidate is asked to provide the necessary documentation, as well as to take the admission and, if necessary, an interview with the academic staff of the Degree.


Information on admission tests is available on the University's website in accordance with current regulations and always in accordance the information indicated the verified report of the Degrees.

In order for the admission process to be closed and the Enrolment of a candidate for the requested Degree to begin, credit recognition process must be initiated, provided that it has been requested by the candidate.

Application for admission to the University's accredited degrees

Once the candidate decides to apply for admission, he/she expresses his/her intention to participate in the admission process to a University Degree.

The University has a community for interested candidates, the pre-candidate portal, which is available to all applicants.

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The student can find all the information about the admission process and where the candidate can track the status of his or her application.

The candidate is informed by the admissions counsellor, if he/she has passed the admission process, in the form of an admission letter, so that he/she can make a place reservation fee and start the tuition process.

In the same portal the candidate can find different payment methods to make the place reservation fee.

In the case of selectividad and transfer students, the letter of admission must be submitted to the university of origin in order to request the transfer of their transcript. If the student has the legal affairs of simultaneous , an admission letter is issued that refers to this status.

4.3 Enrolment formalisation


Once **incoming students** have passed the admission process and have paid the place reservation fee, the Department of Admissions sends them a notification, an admission letter, to start the tuition formalisation process.

Students are provided with documentation to assist them in completing their tuition.

The student fills in the Enrolment form with the required information; he/she selects the courses he/she wants to take in the following academic year, personal details, bank details, informed consent of the Legal Affairs Access Requirement (hereinafter, RLA), consent of internships and language (health qualifications). Together with the Enrolment form, the student must submit the document accrediting the Legal Affairs requirement for access to the University, this document being an essential requirement to be able to study at university. In those cases in which the document of the Legal Affairs requirement of access is not provided, the Enrolment is subject to the subsequent delivery of the same.

In order to carry out the Enrolment process, the University website offers students the current regulations on Enrolment. The Enrolment service of the Admissions Department provides support for this process, with documentation and On-campus and telephone support.

Once the Enrolment Service of the Admissions Department has received the Enrolment form, it enters the data in the University's academic management system, the data that have been consolidated in the Enrolment application (personal and bank details), as well as the data referring to the year in which the student is enrolling, Degree, courses, shift, group and chosen modality.

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At the end of the tuition, students are notified by e-mail of their user number and password, which will allow them to access the online Virtual Campus.

If the student has requested the procedure for the recognised of credits, from the Registrar's Office, the Department of Validations will register this information in the student's file.

Students who are Enrolling for the second or successive times carry out their tuition through the portal, which they access with their file number (user) and password. Once the student has completed their Enrolment, it must be validated by the Academic Advisor of their Degree. In order for the advisor to validate the student's tuition, it is essential that the student has paid the corresponding place reservation fee. Otherwise, it will not be possible to validate the student's tuition.

Enrolments made by students will be reflected in the Student Portal, where the Academic Advisor can formalise students' tuition.


There is the possibility that, in exceptional cases, the University may carry out the student's Enrolment without the need for the student to complete the online Enrolment process. To do this, the student must fill in and sign the document called "Authorisation Form for Enrolment the University" and give to the Academic Advisor, who will then give the document to the Enrolment Department to formalise the student's tuition.

Enrolment/enrolment process for *incoming* international exchange students (Erasmus, bilateral and Garcilaso)

International students who come from another university and who stay at the University for a specific period of time, have a unique admission and tuition process according to their particular situation.

The process begins at the University of origin with the selection and nomination of the students who are going to come on exchange to the University. Once the nominations have been accepted by the University, the students begin the process of admission to the University, as well as courses they wish to study. In this application they must indicate the year in which they wish to come to study at the University.

Applications are assessed by the International Office, which carries out the admission and Enrolment process and builds an offer of subjects to be enrolled for each student, based on their requests. Once the student has been Enrolled, he/she is informed of his/her admission and the courses enrolled by the International Office.

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Study Abroad International Student Enrolment/Admission process

International students who come from another university and who stay at the University for a specific period of time, have a unique admission and tuition process according to their particular situation.

The process begins at the University of origin with the selection and nomination of the students who are going to come on exchange to the University. Once the nominations have been accepted by the University, the students begin the process of admission to the University, as well as courses they wish to study. In this application they must indicate the year in which they wish to come to study at the University.

Applications are assessed by the Department of International Business and the Registrar's Office, which carries out the admission and Enrolment process and builds an offer of subjects to Enrol for each student, based on their requests. Once the student has chosen the courses, the Department of International Business sends the documentation for review and subsequent Enrolment.


Graduate double Degree

The University has agreements with other Universities in order to offer international students the possibility of taking official education courses, specifically Bachelor's Degrees, which will lead to the award of a double degree, that of their University of origin and the one issued by this University.

The Department of International Business Development is in charge of the admission of these students, compiling the precise details of the students who wish to take this mode. The aforementioned Department provides students with information on the procedure for the recognised credits, accompanying them through the process.

The Department of Validations within the Registrar's Office carries out a study on a table of subjects previously signed between the two universities and once the student has accepted the validation, the academic advisor of that Degree of interest creates a tuition with the student.

Once the admission process has been completed, which follows the procedure described in previous sections, the Enrolment Service of the Admissions Department contacts the student to make the application for Enrolment and to carry out the necessary procedures for the consolidation of this tuition.

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Managing tuition changes

Students who wish to modify their tuition must apply for it through the student portal, which can be accessed through the University's website, within the official deadlines established by the University. Students will have 2 periods for Enrolment changes:

- First term. For changes of subjects in the First term and annual courses.
- Second term. For changes of courses in the Second Term and subsequent terms.

Enrolment modification requests are reviewed in the first instance by the Academic Advisor of the Student Services Department designated by each Centre and Degree.

The management and communication with the student about the status the modification of the tuition, carried out by the Academic Advisor, who in the case of the modification of the tuition involves increasing the number of courses enrolled, if applicable the number of credits, informs the Department of Administration and Finance.


Outside the official deadline for Enrolment changes, only those cases for which the reason is stated in the General Conditions Enrolment Changes approved by the Academic Council of the University will be admitted.

Depending on the student's request, the approval of the modification must be signed by the Academic Advisor, Head of Centre, Management Board for Student Services, Head of Registrar's Office, and/or General Secretary's Office, if necessary.

4.4 Management of Credit Recognition

Incoming students from other universities and/or with professional experience can apply for credit recognition. This application must be processed through the Credit Recognition application, which can be accessed through the University's website, in the case of candidates who are in the admission process or through the student portal, in the case of students who are already Enrolled, providing all the required documentation, within the deadlines officially established by the University and reflected in the Regulations for the Recognition of Credits. In the case of the application for students in online qualifications, you must apply directly to your admissions advisor, who is responsible for requesting it through the credit recognition application.

The application is assigned to the Department of Validations for assessment, who issues and sends the student a provisional Credit Recognition subject to the delivery of all the required official documentation, as well as the approval of the Head of Centre.

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and compliance with the applicable Legal Affairs requirements in each case.

The provisional orientation becomes a definitive resolution once the approval of the Head of Centre has been given, after the student has submitted all the required official documentation.

The Final Credit Recognition Resolution is notified to the interested party through the authorised channels, at which point the recognised credits become effective on the student's academic transcript.

The subjects recognised are considered to have been passed for all purposes and, therefore, are not subject to re-evaluation. Subjects that have been recognised will appear under this name and with the corresponding ECTS credits on the student's transcript, and will have the equivalence in points corresponding to the grade obtained at the centre of origin.

Students can consult the current regulations published on the University's website for precise information on what is considered as merit and therefore to be recognised.

5. SPECIFICITIES PER CENTRE

School of Architecture and Polytechnic School

In the event that there are specific specifications for the admission process for any the courses, these are published on the website of the Degree.

Faculty of Social Sciences


In the event that there are specific specifications for the admission process for any the courses, these are published on the website of the Degree.

Faculty of Health Sciences

In the event that there are specific specifications for the admission process for any the courses, these are published on the website of the Degree.

School of Doctoral Studies and Research

The specifications in the School of Doctoral Studies and Research will be set out in the procedure PGC 6.1 Research and Management of Doctoral Programmes, in the IT01/IT02, as well as in the Regulations of Official University Doctoral Studies of the European University of Madrid.

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6. RECORDS

NAME	CUSTODIAN
List of admitted students	Admissions Department
List of Enrolled Students	Admissions Department (Enrolment)
Resolution on the credit recognition study	Validation Department
Student record	Registrar's Office


7. MONITORING AND MEASUREMENT

The monitoring of the indicators of this procedure will be carried out by the Quality Assurance Team, with the information provided by those responsible for each indicator.

IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 3.1	Number of registered participants	Admissions Department	Academic Year
IND02 PC 3.1	Number of Enrolments completed	Admissions Department	Academic Year

8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
Head of Centre	<p>Signing personal interviews and specific tests (if required) for students applying for admission to the University.</p> <p>Inform the Admissions Department of the active portfolio of each Centre.</p> <p>Assessment of documentation for the Recognition of credits of .</p>

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Admissions Department	To inform students about the steps to be taken to enter the University. Coordinate and administratively manage the selection and admission processes for new students. Follow-up of the new student until complete the Enrolment process.
Enrolment Department	Coordinate, manage and register the tuition process for new students.
Student Services /Academic Advisors	Coordinate, manage and register the Enrolment process Modify the tuition of 2nd or successive students.
Head of the PhD School	Assessment of the candidate's suitability for the PhD . Sign the acceptance certificate.
Department of credit recognition	Process applications for credit recognition, send the resolution and implement the recognised credits in the student's transcript.


9. ACCOUNTABILITY

Students are aware of the admission, tuition and credit recognition processes with the publication on the University's website of the information related to these processes, as well as through the mechanisms that the University makes available to them, such as the Student Portal.

Students are represented on the Degree Quality Committee and the Quality Committee of the Centre, where information on these processes is shared either at the level of each of the accredited degrees or at the level of each Centre.

10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
01	12/12/2012	Initial version: Identification of the process in the organisation and elaboration of the procedure.
02	30/05/2016	Updating of the Internal Assurance System Manual for the Quality

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03	25/04/2018	Updating of the Internal Quality Assurance System Handbook
04	29/10/2021	IQAS update
05	13/05/2022	Replacement of the term "guarantee" by "assurance". in line with the new AUDIT model (2018 version) and "PGC" for "PC".
06	08/01/2024	Updating the process

11. ANNEXES

Not applicable