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## PGC 3.1 SELECTION, ADMISSION AND CREDIT RECOGNITION

MODIFICATIONS COMPARED TO THE PREVIOUS VERSION					
EDITION	DATE	REASON FOR CHANGE			
01	12/02/2013	Initial version			
02	22/09/2015	Modification of the procedure			
03	28/11/2016	Updating the procedure			
04	30/08/2021	Update of the procedure. Change of name from IQAS to IASAS.			
05	28/04/2022	Updating Royal Decree 1393/2007 to Royal Decree 822/2021			
06	20/09/2023	Complete revision of the SAIC in content and form. Renumbering and renaming of the procedure (until now PGC05 Student Selection and Admission/PGC05 Profile Definition and Student Admission). Modification of the name of the Competencies Assessment test (Talent UE), addition of examples in the specific tests, revision of responsibilities and allusion to Legal Affairs requirements, addition of indicator PGC3.1-IND04 (Registrar's Office) and change in responsibilities for archiving records.			
<table> <tr> <td> Elaborated:      <b>Director of Quality</b>  Date: 20/09/2023 </td><td> Reviewed:      <b>Vice-Rector, Faculty and Research</b>  Date: 20/09/2023 </td><td> Approved:      <b>Rector</b>  Date: 20/09/2023 </td></tr> </table>			Elaborated:    <b>Director of Quality</b> Date: 20/09/2023	Reviewed:    <b>Vice-Rector, Faculty and Research</b> Date: 20/09/2023	Approved:    <b>Rector</b> Date: 20/09/2023
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## 1. OBJECT

The purpose of this procedure is to establish the way in which the Universidad Europea de Canarias carries out the process of admission, enrolment and recognition of credits of students, ensuring that the process is carried out with all the guarantees of quality.

## 2. SCOPE


This document applies to all the Bachelor's Degrees and Master's Degrees offered by the Universidad Europea de Canarias and to all the actions carried out for the selection, admission, enrolment and credit recognition of students in the same.

## 3. RELATED DOCUMENTATION/APPLICABLE REGULATIONS

- ✓ Internal Quality Assurance System Documentation
- ✓ Document 02 AUDIT International Model: Criteria and guidelines for the definition and documentation of Internal Quality Assurance Systems in Higher Education.
- ✓ Organic Law 2/2023, of 22 March, on the University System.
- ✓ Verified Memories or corresponding Degrees
- ✓ Mission and Vision of the Universidad Europea de Canarias
- ✓ Internal regulations of the Universidad Europea de Canarias concerning the admission and Enrolment of students.
- ✓ Organic Law 3/2018 of 5 December on the Protection of Personal Data and Guarantee of Digital Rights.
- ✓ Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance.
- ✓ Royal Decree 412/2014, of 6 June, which establishes the Core regulations for admission procedures to official Bachelor's Degree university education.
- ✓ Master's degree that qualifies for the exercise of a regulated profession: corresponding Ministerial Order.

## 4. DEFINITIONS

- ✓ **CD:** Management Board.
- ✓ **CGC:** Quality Assurance Committee.
- ✓ **PE:** Specific tests that aim to assess the level of aptitudes, skills or previous knowledge. They are required for entry to certain qualifications.
- ✓ **Entry profile:** conceptual description of the desirable characteristics of the new student in terms of knowledge, Skills and attitudes favourable for studying and completing the studies they are beginning with greater chances of success. In addition, it also gives an account of the academic options taken, academic grades obtained and sociological data of interest.
- ✓ **Graduation profile:** conceptual description of the knowledge, Skills and Competencies expected from the student who has completed all the credits that make up the Syllabus. of studies have.
- ✓ **Personalised Learning Plan (PAP):** Study carried out on students who begin their Bachelor's Degree studies in a UEC qualification, in which the knowledge, Skills and Attitudes that the student possesses on Enrolment for the first time are compared with those that have been determined as necessary for the maximum training of the professional in the field in which he/she is going to carry out his/her activity.

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- ✓ **IM:** International Mobility Department
- ✓ **SA:** Registrar's Office
- ✓ **SAIC:** Internal Quality Assurance System.
- ✓ **SIGECA:** Academic Grade Management System.
- ✓ **UCCA:** Quality Assurance and Academic Compliance Team.
- ✓ **UEC:** Universidad Europea de Canarias.

## 5. DEVELOPMENT OF THE PROCESS

The admission profiles, as well as the methodology used by the UEC to select, admit and Enrol students in its Degree programmes, are reflected on the University's website and in the Student Admission Regulations that are published annually. It also contains the national and regional regulations on the subject of higher education studies.

### 5.1. STUDENT INFORMATION

Once the Degrees to be offered in each academic year have been approved, this information will be made available to the team of academic admissions advisors so that they can provide interested students with all the details relating to the required Degree.

The Admissions Department team receives a Training pack: process and product. To prepare the Training dossier, the different Departments and Centres are involved in order to provide Admissions with all the necessary information and to learn about the particularities of the Degrees offered by the University.

The University provides information on its website for incoming students on the routes and requirements for admission to the Degree, including the recommended entry profile.

### 5.2 STUDENT ADMISSION


When the Admissions Department receives a request for information, which may be On-campus, online or by telephone, it contacts the candidate to inform him/her about the steps to be taken during the process.

In the case of Bachelor's Degrees, the admission and tuition process will begin on a provisional basis until all the necessary documentation has been received by the students.

The admission tests for Bachelor's Degrees at the university are as follows:

- English level test: conducted via an online platform.
- Talent UE (Competencies Assessment test)
- If applicable, motivational interviewing (usually via online questionnaire)
- Specific test: in order to enter some of the UEC's Degrees, it is necessary to pass specific tests related to Competencies and Skills that are essential for taking the courses of the Degree. For example, in the case of Nursing, a questionnaire is sent with a series of questions to assess the candidate or in the case of CAFYD, physical tests are carried out in accordance with the Verified Report, in order to assess the physical condition of the candidate.

In the case of Postgraduate qualifications, once the interested party has been advised and has provided the required documentation, the Postgraduate Admissions team will invite them to take the entrance exams corresponding to the programme they are interested in and to a personal interview, as described in the Verification Report.

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The Management Board of the Master's degree, after a personal interview with the candidate, assesses the candidate's suitability and informs Admissions of the results of the interview (with an evaluation template of the candidate's profile). If the results of the tests/interviews are favourable, the student will receive an admission letter by email.

### **5.3. BACHELOR'S DEGREE APPLICATION FORM**

Once the candidate decides to apply, he/she must complete the online Application for Admission form in which he/she expresses his/her wish to participate in the admission process to a UEC Degree.

This will give you access to the pre-student community where you will finish filling in the necessary data to generate the application form. Once all the data has been collected, Sales Force will send all the data to SIGECA to generate the application number.

Once the application number has been generated, the admission tests have been completed and the admission letter has been received, the candidate will have access to the payment platform from which he/she will pay the admission fees by credit card, immediate registration, or by online transfer (Flywire). The payment is automatically checked by travelling to SIGECA once confirmed.

If necessary, a proof of payment could be issued to the candidate.

Once the data has been registered, SIGECA generates an 8-digit application number, which is unique for each student and the student's Degree.

After admission to Sales Force, the system automatically generates the admission letter.

The letters are sent automatically at 23:00 in the evening, so the student will receive the admission letter by e-mail the same day he/she is admitted.


This letter, in the case of transfer students, must be submitted to their home university to request the transfer of their transcript. If the student's status is Legal Affairs, a letter will be issued referring to this status.

When the student pays the place reservation fee, SIGECA generates the file number. This number will not change during his or her academic life at the university. If the student changes his or her Degree or, once he or she has finished his or her qualification, decides to start another one, SIGECA will associate the new application number to the student's file.

### **5.4 FORMALISING BACHELOR'S DEGREE AND POSTGRADUATE TUITION**

Once the place reservation fee has been paid, in order to start the Enrolment process, the student must send the Enrolment and direct debit form duly completed with:

- Subjects you wish to Enrol in
- Student data
- Details of the account holder to be charged for the teaching and opening of the dossier
- Informed Consent Legal Affairs Requirement for Access
- Internship and Language Consent (for students of Health Care Degrees)
- Bank account number
- Method of payment for tuition: monthly, yearly, flexible payment per course
- Documentation proving the Legal Affairs requirement for university entrance (if applicable).

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In addition, you must attach the documentation that accredits the Legal Affairs requirement for access to university. The submission of this documentation is an essential requirement in order to be able to study at university. In the event that the student submits his or her documentation for Enrolment without the Legal Affairs requirement, he or she will be Enrolled, and the validity of the tuition will be subject to the student's subsequent submission.

Once the Enrolment Department has received the tuition, the Department of Enrolment enters the details of the year in which the student is enrolling, the Degree, bank details (if not already entered) and the Subjects to be Enrolled, shift, group and mode of study (On-campus, Blended learning or online).

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 validated courses, the Department of Validations will upload them to SIGECA, and the validated courses will be registered in the student's transcript.

## **5.5 PROCEDURE FOR ONLINE TUITION ENROLMENT OF STUDENTS**

Students who are Enrolling for the second or successive times make their tuition through an online application. To do so, they need to log in with their file number (username) and password.

Once the student has completed the online Enrolment, it must be validated by the Enrolment Department. In order for the Enrolment Department to validate the tuition, it is essential that the student has paid the corresponding place reservation fee. If this is not the case, it will not be possible to validate the tuition.

Enrolments made by students in the web application will be directly reflected in SIGECA so that from this tool the Enrolment Department can formalise their tuition.

Those Enrolments that conform to the specific Enrolment Guides of the Faculties' specific Degrees are validated directly by the Enrolment Department. At this point, the student is already Enrolled in the new academic year and when consulting his or her academic transcript, he or she can see the enrolled courses. A formalised Enrolment may be subject to modifications after being indicated by the corresponding Academic Advisor.

Enrolments that do not conform to the specific Enrolment Guidelines for each Faculty's Degree are reviewed by the Academic Advisor. These tuitions will only be valid once they have been reviewed by the Academic Advisor, following the Academic Advisor's instructions.


In exceptional cases, it is possible that the University may carry out the student's tuition without the need for the student to complete the online tuition process. To do this, the student must fill in and sign the document called "Authorisation form for Enrolment by the University" and give it to their Academic Advisor, who will then give the document to the Enrolment department to formalise the student's tuition.

If a student is unable to Enrolment through the online platform and if it is confirmed that he/she falls into one of these categories, he/she can Enrol by applying for a tuition through the student portal.

## **5.6. ENROLMENT PROCESS FROM INTERNATIONAL EXCHANGE STUDENTS INCOMING**

### **Estudiantes Garcilaso**

Garcilaso students are those coming from Latin American universities. These students stay for a specific period of time at the Universidad Europea.

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The process starts at the home university with the selection and nomination of the students who are going to come on exchange to the Universidad Europea. Once the nominations have been accepted by the Universidad Europea, students apply for admission to the university, as well as the subjects they wish to study.

This application is made in an application called *moveon*, indicating in which period they want to come. The applications are assessed by the International Mobility Department, which carries out the admission process. Once admitted, the Department of International Mobility builds an offer of courses to Enrol 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.

### **Erasmus and Bilateral Agreement Students**

This includes all students enrolled in the Erasmus programme, as well as those coming from universities with which the Universidad Europea has signed a bilateral agreement. Before coming to the university, students apply for a place in order to come to the Universidad Europea for the exchange, as well as a request for the courses they wish to study. This application is made in an application called *moveon*, indicating in which period they want to come. The applications are assessed by the Department of International Mobility, which carries out the admission process. Once admitted, the staff of the Enrolment Department builds an offer of courses to Enrol 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.

### **Graduate Double degree students**

The home university collects all the data of the students applying to the programme and sends the list in the corresponding format to the account manager of the International Business Development department by sending them an email with the procedure on how to apply for recognised awards through the Workflow platform.

The International Business Development Department is responsible for the registration process of the application and the registration of these students in SIGECA. In this registration process they will assign each student a discount created so that Invoicing and Collections can identify it and invoice the university of origin.

When uploading the bank details, all the student's personal information is added except the account number, which will be registered with the EU account.

The International Business Development Department, once the registration process has been completed, prints the student's application and attaches the recognition template generated by the Validation Department. All this printed documentation will be added to the student's physical file.


Subsequently, the International Mobility Advisor will meet with the student to complete the tuition form with the courses agreed upon by both parties.

Finally, the International Mobility Advisor submits the Enrolment Form to the Enrolment Department so that the student can proceed to Enrol in the courses and groups indicated.

## **5.7. MANAGEMENT OF TUITION CHANGES**

Students who wish to modify their tuition must apply through the corresponding application on the website, within the official deadlines established by the university. Students will have 2 periods for Enrolment changes:



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

Enrolment changes requests are first reviewed by the Academic Advisor designated by each Faculty and Degree. If the request is rejected in its entirety, it is the Academic Advisor who sends the student the automatic email that comes out of the SIGECA platform informing about the resolution of the request.

If the modification requested by the student is partially or totally accepted, it will be sent to the Department of Enrolment, which will be in charge of resolving the appropriate modifications and then send the student the automatic email from the SIGECA platform informing of the resolution of the request.

In case the student who has requested the modification of the tuition is not up to date with the payments, a warning appears in the system when the Department of Enrolment will proceed with the resolution of the corresponding modification.

In the event that the modification to be made on a student with a debt involves adding more ECTS to the student's tuition, it will be managed by the Enrolment Department so that the Invoicing and Collections Department can invoice the correct amount to the student.

Enrolment changes outside the officially established period are made at the student's request through the student portal. Enrolment changes outside the officially established period will only be accepted in those cases where the reason is stated in the General Conditions for Enrolment Changes approved by the Academic Council of the Universidad Europea.

Depending on the student's request, the approval of the modification must be signed by the Academic Advisor, the Dean and/or the General Secretary.

Once these reports have been processed, with all the relevant signatures collected, the Academic Advisor will send the final report by email to the Enrolment Department so that they can make the modification to the student's tuition and proceed to inform the applicant.

The corresponding reports will be filed in the student's file. In those cases where the modification has been denied, the Academic Advisor will inform the student of what has been denied.


## 5.8. MANAGEMENT OF CREDIT RECOGNITION AND VALIDATIONS

New students coming from other universities and/or with professional experience can apply for credit recognition. This application must be processed through the Online Application available on the university website, providing all the required documentation, within the deadlines officially established by the Universidad Europea de Canarias and reflected in the Regulations for credit recognition.

The application for credit recognition must be accompanied by the following documentation Compulsory:

- Personal academic transcript of the Degree of origin
- Syllabus stamped by the secretariat of the institution of origin
- Subject syllabus of the courses taken and/or Enrolled in the Degree of origin
- Translated accredited degree (only in the case of foreign graduates)
- Duly translated official University and Degree certificate of origin (only in the case of students with foreign studies and/or Degrees).



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- If you are applying for recognised credit for prior work experience, you will need to provide the following documents:
  - Spanish work life certificate o Official work certificate issued by the competent governmental body of a foreign country.
  - Curriculum vitae
  - Company certificate, only in those cases where it is necessary to accredit the functions carried out in the company.

The application is assigned to the Department of Validations for assessment, who issues and sends the student a provisional Credit Recognition Guidance subject to the delivery of all the official documentation indicated above, as well as the approval of the Vice-Dean of the Faculty or School and the fulfilment of the legal requirements in each case.

The provisional decision becomes definitive once the Vice-Dean has approved it, after the student has submitted all the required official documentation. The final validation/recognition decision is notified to the interested party by e-mail, at which point the recognised course is added to 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. The resulting courses will appear under this name and with the corresponding ECTS credits in the student's transcript, and will have the equivalence in points corresponding to the grade obtained at the centre of origin.


They may be considered as merits, and therefore be recognised:

- Subjects taken in official university studies, both Spanish and foreign, whose Contents, Competencies and teaching load coincide with that of the course to be recognised.
- Subjects taken in non-official university studies (Graduate degrees issued by official universities), both Spanish and foreign. The subjects to be recognised must have a similar course load, Contents and Competencies to the subjects taken. Depending on the Degree, the maximum percentage of total recognisable credits established by Legal Affairs or in the corresponding Verified Report will be taken into account.
- Acceptable professional experience, as long as it has been developed in the professional Field of the Degree, and the activity carried out covers the Competencies of the courses to be recognised.  
Depending on the Degree, the maximum percentage of total recognised credits established by Legal Affairs or in the corresponding Verified Report will be taken into account, where applicable.
- Under no circumstances may credits corresponding to Bachelor's Degree and Master's degree final year projects be recognised.

## **6. SPECIFICITIES PER CENTRE**

### **School of Architecture**

These will be set out in the General University Regulations for Official Bachelor's Degrees and in the General University Regulations for Official Master's Degrees at the Universidad Europea de Canarias.

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### **School of Health Sciences**

These will be set out in the General University Regulations for Official Bachelor's Degrees and in the General University Regulations for Official Master's Degrees at the Universidad Europea de Canarias.

### **School of Social Sciences**

These will be set out in the General University Regulations for Official Bachelor's Degrees and in the General University Regulations for Official Master's Degrees at the Universidad Europea de Canarias.

## **7. REVIEW AND IMPROVEMENT OF THE PROCESS**

Annually, the Field of Admissions and Marketing and the Registrar's Office prepare a report with the results obtained during the selection, admission and Enrolment campaigns, which is sent to the General Secretary's Office for its study and to the Quality Assurance and Academic Compliance Team .

The conclusions drawn from the study of the results may give rise to improvement plans that are communicated to the agents involved in this process of defining profiles and admission of UEC students.

Likewise, the GC meetings assess the results obtained in this procedure, including those of the indicators and objectives set, and draw conclusions on the adequacy of the selection, admission and tuition processes offered to UEC students.

On the basis of these conclusions, the GC will establish the action plans it deems appropriate to continuously improve this process, communicating them to the agents involved.

## **8. COMMUNICATION**

The University's website keeps all the information on access, continuance and validation regulations up to date.

The admission profiles, as well as the methodology used by the UEC to select, admit and Enrol students in its Degree programmes, are reflected on the University's website and in the Student Admission Regulations that are published annually. It also contains the national and regional regulations on the subject of higher education studies.


In the admissions process the student is informed about the different qualifications offered by UEC and the requirements for admission. Once a student applies for admission, a letter is sent from the Marketing and Admissions Department with the information to be submitted by the student. Applications for validations will be made through the Student Portal, or at the Admissions Department, in the case of new students.

Enrolment can also be done through the university's website, as well as applying for a study of the validations and requesting information on the different qualifications.

Once the student has passed the admission tests with a grade of "pass", the Admissions Department sends a letter to inform the student and sends the relevant documentation to proceed with the Enrolment and payment of the place reservation fee.

## **9. INDICATORS**

PGC3.1-IND01: Number of requests for information

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PGC3.1-IND02: Number of admission applications

PGC3.1-IND03: Number of Enrolments made in each academic year PGC3.1-


IND04: Percentage of students who meet the Legal Affairs requirement for admission

## 10. **RESPONSIBILITIES**

- Process owner: Marketing and Admissions Field/Academic Registrar's Office.

- Participants in the process:

- Director of Quality:
  - ✓ Act as a liaison between the Managing Board and UCCA with regard to this procedure and its results.
- Degree Coordinator:
  - ✓ To study the factors of the social, university and, above all, professional environment that will influence students and to determine the aptitudes and Competencies that students who access the qualifications in their Field must possess in order to complete their studies and successfully integrate into the world of work.
  - ✓ Review the determined entry profiles and, if necessary, approve them.
  - ✓ Conduct intake interviews with incoming students.
- Responsible for Faculty/School validations:
  - ✓ Assessment of the documentation for the Recognition of credits of the student body.
  - ✓ Process applications for credit recognition and send the resolution to the Registrar's Office.
- Academic Advisor:
  - ✓ Handling requests for changes not only in tuition, but also changes involving exceptions to internal regulations, group changes, etc.
  - ✓ Manage the validation of students' timetables and courses.
  - ✓ Modify the tuition of students of 2nd or successive tuitions.
- Marketing and Admissions:
  - ✓ Establish and disseminate information on the entry profiles of the Degrees offered by the UEC and the processes of admission and Enrolment of students to stakeholders.
  - ✓ Inform students about the steps to be taken to join the UEC.
  - ✓ Coordinate and administratively manage the selection and admission processes for new students.
  - ✓ Communicate to the faculties and schools the requests for credit recognition and modification of tuition and to the students the results obtained throughout the admission and Enrolment process.
  - ✓ Follow-up of incoming students up to the moment of Enrolment.


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- ✓ Produce an annual report with the results obtained during the selection, admission and tuition campaigns, which is sent to the Management Board.
- Secretary General:
  - ✓ Report on compliance with Legal Affairs requirements for access and admission.
  - ✓ Authorise the modification of tuition when, as a result of an application for validation, the resolution is positive. File the application with the resolution in the academic transcript and notify the student of the resolution.
- Registrar's Office:
  - ✓ Follow up to complete the documentation required by Legal Affairs in order to complete their Enrolment, guaranteeing the adequacy of the entire Enrolment process for new students and students enrolled at the Universidad Europea de Canarias.
  - ✓ Archive the documentation relating to students of the Universidad Europea de Canarias.
- Postgraduate Programme Director (Master's Degree Management Board):
  - ✓ Verify the student admission profile and participate in the admissions process by interviewing incoming students, in coordination with the marketing and admissions Field.
- Quality Assurance and Academic Compliance Team:
  - ✓ Collect data on stakeholder satisfaction with the admissions process and communicate the results of the process to them.
  - ✓ Study the results of the definition of profiles and Student Admission and establish actions to improve them.

Likewise, based on these conclusions, the Quality Assurance Committee will establish the action plans it deems appropriate to continuously improve this process, communicating them to the agents involved.

## 11. RECORDS

RECORDS			
REGISTRATION NAME	WHO ARCHIVES	SUPPORT	CONSERVATION TIME
Student interviews (Bachelor's Degree)	Admissions	Digital	Indefinite
Admission Profile Assessment Template (Postgraduate)	Master's degree Management Board	Digital	Indefinite
List of admitted students	Admissions	Digital	3 years
List of Enrolled Students	Registrar's Office	Digital	Indefinite

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RECORDS			
REGISTRATION NAME	WHO ARCHIVES	SUPPORT	CONSERVATION TIME
UEC Admission and Entrance Examination Results Report	Admissions	Digital	Indefinite
Letter of Admission	Marketing and Admissions Field	Digital	Indefinite
Resolution on the credit recognition study	Registrar's Office	Digital	Indefinite
Student Records	Registrar's Office	Digital	Indefinite
Student tuition Enrolment	Academic Counselling	Digital	Indefinite
Regulations of the Universidad Europea de Canarias	Registrar's Office	Digital	Indefinite

## 12. ANNEXES

Not applicable.