

## REGULATIONS FOR THE ASSESSMENT OF ACCREDITED UNDERGRADUATE DEGREES AT UNIVERSIDAD EUROPEA DE MADRID

### STATEMENT OF RATIONALE

Official Decree 1125/2003, of September 5, establishes the European credits system and the grading system for accredited university degree programs that are valid throughout Spain. Similarly, Section 5 of Official Decree 822/2021, of September 28, that establishes the regulation of accredited university tuition, refers to Official Decree 1125/2003 that, on one hand sets out the academic duty involved in complying with the objectives of the curricula that lead to the achievement of accredited university degree that has to be measured in European credits (ECTS Credits); and on the other hand, that the level of learning achieved by students of accredited Undergraduate programs will be expressed in numerical grades. Taking into account the said state standards, these Regulations develop all the aspects relating to the assessment of the students, their grades, the assessment and review panels, devoting the final Chapter to the regulation of the Compensation Tribunals.

### CHAPTER I. COURSE ASSESSMENT SYSTEM FOR ACCREDITED UNDERGRADUATE DEGREES

#### Article 1. Continuous assessment

1. The Universidad Europea de Madrid establishes ongoing assessment as a system to evaluate the basic, general and transversal knowledge, skills and competencies of a field of study, in accordance with the provisions of these Regulations.
2. Continuous assessment involves the clear and transparent evaluation of the progress and outcome of the learning process achieved by students regarding each course, via a combination of activities.
3. The ongoing assessment system must be educational and offer a comprehensive overview of the knowledge, skills and competencies acquired by the students, in addition to being coherent with the objectives of each course or module and of the degree program itself.
4. Students taking campus-based studies are required to demonstrate that they have attended at least 50% of their classes. Such attendance forms an essential part of the assessment process and is necessary to give the student the right to receive guidance, assistance and academic supervision from the professor. For such purposes, students must use the technological system put in place by the University to accredit their daily attendance at each of their classes. This system shall furthermore ensure that objective information is gathered regarding the active role of the student in the classroom. The failure to use the methods proposed by the University to demonstrate 50% attendance will give the professor the right to grade the course as a fail under the ordinary exam period. The foregoing does not affect other requirements of higher attendance percentages that each school may establish in their teaching guides or internal regulations.

#### Article 2. Learning activities that are the object of assessment

1. The learning activities and educational methodology must be coherent with the skills to be developed and with the assessment procedures. These shall be incorporated into the course curricula published at the start of the academic year.
2. The assessment procedure may be based on some or any of the following activities:
  - Participation by the students in theory classes, hands-on classes and seminars
  - Undertaking internships
  - Carrying out supervised group and/or individual research tasks
  - Undertaking and resolving hands-on simulated and/or real-life case studies. Mid-session examinations
  - Final or overall examination.
  - Other activities
3. The course professor will provide students with special needs with learning activities and an assessment procedure that is commensurate with their abilities.

#### 1. Article 3. The final examinations

1. In cases in which the assessment system for a course involves sitting a final or overall examination:

- a) For campus-based degree programs, the Academic Planning Department, in agreement with the academic department involved and the professor responsible for the assessment, will publish the date of the assessment at least 10 working days prior to the date it is to take place.
- b) For degree programs delivered online the Online Assessments Department, through the advisor for each degree program, will publish the date of the assessment at least 30 working days prior to the date it is to take place.

In both cases, the publication will include the name of the subject, the academic year or teaching group, the date, the time and the location for the final assessment. This general rule is established notwithstanding the students' ongoing assessment.

The Dean or Director of the School may authorize a change to the dates of the final assessments if they fall on the same day, by request of the students and in consultation with the professors involved, or the advisor in the case of online degree programs.

2. Where sufficient and duly substantiated reasons exist and subject to the request of the student, the date of a final exam may be modified on a one-off basis. In the event of a discrepancy between the professor and the student, the Dean or Director of the School will be responsible for taking the corresponding decision.
3. While the final exams are taking place, the professors may ask students to accredit their identity via the presentation of their DNI (National ID Document), driving license, passport or University card.
4. The final exams may not last more than 3 hours without a break.
5. If the final exams are oral, they will always take place in a public session.
6. Students in degree programs delivered online or through blended learning, who, in accordance with the academic report on the curriculum for the corresponding Degree Program, are required to complete assessments for the corresponding subjects on campus must do so at the sites established by the University for that purpose. In this case, the following requirements apply:
  - i. Students will be notified of the location of the Sites, both international and national, one month prior to the date of the corresponding assessment. Likewise, if a change of location is required in the same province as the original site, students will be notified well enough in advance.
  - ii. The University reserves the right to open and close sites, informing the students in advance.
  - iii. If the number of students for a particular edition is very small, the University may opt for closing that site for that edition. Students may then take their exam at the site of their choice, from among those available.
  - iv. Students accessing the corresponding site must do so with a laptop computer to complete the assessment. All students will be given internet access at the site.
  - v. If for any reason the University needs to change how the assessments are conducted, the University may require students to install the special online assessment monitoring software on the computer they will be using to complete the exams. In this case, students may not complete the exams without installing this software.

#### **Article 4. Academic internship assessment**

Regarding the assessment of internships and clinical practicums, the records or reports submitted by the students, the reports prepared by the advisor responsible at the company or at the clinical practicum and the advisor's report will be taken into account. The Student's final grade will be calculated from the results obtained in the reports.

Students who can provide a reasoned report certifying the completion of professional activities or proven experience, whenever related to the skills and the learning outcomes expected for the subject from academic internships or clinics, may earn credit recognition for academic internships in accordance with the Regulation for Credit Recognition in Degree Programs. In such cases, the course will be recorded without a grade and will not count for the purposes of the academic transcript average.

#### **Article 5. Assessment of graduation projects**

1. The following will specifically be taken into account for the assessment of graduation projects:
  - a. The integration of the learning acquired through the courses studied.
  - b. The application of cross-disciplinary knowledge to a learning situation that is closely related to the professional world.
  - c. The search for open solutions that generate new knowledge.
  - d. The search for open solutions that generate new knowledge.
  - e. The outcome published by the students
  - f. The originality of the project, in accordance with what is established in Article 5 of the General Standards for Graduation Projects and Master's Thesis of the European University of Madrid.
2. The graduation projects will be evaluated by a Tribunal composed of at least 3 members appointed by the Dean of the Faculty/Director of the School and will conclude with an oral presentation.

The oral defense will always take place in a public session.

## **Article 6. Final grades**

1. The assessment concludes with recognition of the level of learning achieved by the student that will be expressed via the numerical grades established in this article.
2. Throughout the academic year, students will receive their final grade to coincide with the end of the semester/trimester corresponding to each module or course.
3. Those students that have not achieved the learning objectives of the course will have the opportunity to achieve them during a period of intensive academic supervision that coincides with the end of the academic year in which the student is enrolled, in accordance with the specific calendar for their degree program.
4. All the provisions of this article are established in accordance with the contents of the general and specific academic calendars published every year by the University for each degree program. The University will publish the dates for the final grades and for intensive academic supervision in the academic calendar.
5. Students that have not achieved the learning objectives of the course will have the opportunity do so during the second exam period that takes place on dates specified in the academic calendar, at the end of the academic course for which they are enrolled.
6. In accordance with the provisions of Official Decree 1125/2003, of September 5, the level of learning achieved by students for each course under the curriculum will be expressed via numerical grades depending on the following scale from 0 to 10, written as a decimal, to which may also be added their corresponding qualitative grade:
  - Fail (SS): 0-4.9
  - Pass (AP): 5.0-6.9
  - Above Average (NT): 7.0-8.9 - Outstanding (SB): 9.0-10
7. The "With Honors" mention may be awarded to students that have achieved a grade equal to or higher than 9.0. No more than 5% of all students enrolled for each course under the corresponding academic year may receive this mention, unless the number of enrolled students is less than 20, in which case only one With Honors mention may be conferred.
8. The courses recognized by Universidad Europea de Madrid and integrated into the curriculum, are understood as passed to all effects and as such are not subject to new assessment. The courses that have been recognized and their corresponding ECTS Credits will be recorded in the academic transcript of the student and will have the equivalent number of points corresponding to the grade achieved at their center of origin.
9. The ECTS Credits obtained through recognition of the ECTS Credits corresponding to academic activities that do not form part of the curriculum will not be graded nor will they count for the purposes of calculating the academic transcript average.
10. The final grades will be notified using electronic means, stating the place, date and time for the review. Provided it is possible, this will take place between the 2nd and 5th working day as from the notification. Similarly, the grades will be advised to the Office of the Registrar of the University, so that the results record can be completed.
11. The academic transcript average of each student will be result of the application of the following formula: the sum of ECTS Credits achieved by the student each multiplied by the value of their corresponding grades and divided by the total number of ECTS Credits achieved by the student.
12. Any student that uses or benefits from unlawful means during an evaluation test or that unduly attributes the author of the academic work required for the assessment will be graded as a "fail" (0) and may similarly be the object of a sanction, subject to the opening of disciplinary proceedings. In the case of the Final Graduation Project, the plagiarism or the lack of originality of the project, will automatically be graded as a "fail" (0) in the corresponding course in both ordinary and extraordinary periods. Likewise, the student will lose their status as a student during six months according with the General Standards for Graduation Projects and Master's Thesis in its Article 5.
13. The results of the final grades will remain in the custody of the Secretary/General Secretary of the University.
14. The professor must retain the evidence justifying the final grade awarded to the student for at least the duration of the current academic year. At the end of the year and following the corresponding review periods, the evidence will be submitted to the competent department for its safekeeping for one year, at the end of which period, all evidence may be destroyed.

## **Article 7. Final grade reviews**

### **2. Ordinary reviews**

- a. The student will have the right to an ordinary review of the final grades that will take place on an individual basis with the professor or professors that have graded the course.
- b. The review will take place on the day, at the time and place indicated in the publication of the grades.
- c. The final grades review will not interfere with compliance of the periods for submitting the reports.
- d. The student may appeal to the Assessment Committee against the decision of the professor(s).

### **3. The Assessment Committee**

- a. Every student at Universidad Europea de Madrid may, once the ordinary review procedure has finished and where they consider that sufficient motives exist, submit the final grade achieved for a course for review (except in the case of the Graduation Project that, in accordance with its specific standards, is not admitted by the Assessment Committee) pursuant to the procedure established in the following articles.
- b. The procedure shall commence at the request of the student or the professor of the corresponding course remitted to the Dean or Director of the School to which they belong.
- c. The period for requesting the grade review will be three working days starting from the date on which the ordinary review is carried out.
- d. The Dean or Director, having examined the application, may reject or confirm the Assessment Committee for the purpose. e. The Assessment Committee will comprise:
  - . A Chair that will be the Academic Department Head of the department to which the course is related or the individual appointed by the Dean from among the department professors.
  - . A Secretary that will be a professor from the Department.
  - . A Member that will be a professor from the field of knowledge of the course that is the object of the review.

Any professor that has already assessed the student may not form part of the Assessment Committee.

- f. Once the Committee is set up, the Dean or Director of the School will transfer all documentation to the Committee, so that within a maximum period of two days starting from receipt of the documentation, a reasoned report and motion for resolution can be drawn up. The Committee may require the student and the professor to provide any additional information.
- g. The Committee will submit the reasoned report and the motion for resolution to the Dean or Director of the School, so that the corresponding definitive decision can be taken.
- h. No appeal can be brought against the decisions of the Dean or Director.

### **Article 8. Assessment Panels**

1. All students can send a justified written application to the Dean or Director of their School to set up an assessment panel that is responsible for carrying out, implementing, assessing and grading their level of knowledge.
2. The Dean or Director, subject to the submissions from the professor and student concerned, will accept or reject the set up of the panel.
3. The assessment panel will be made up of three members appointed by the Academic Department Head:

Two professors that belong to the academic area or fields of knowledge to which the course is related. One professor responsible for tuition during the academic year or teaching group to which the student belongs. If the area of knowledge has fewer professors than the number required to set up the panel, the panel may be complemented by other professors from the Department.
4. During the session to set up the panel, a Chair will be selected from among its members.
5. Once the decision on the grading has been taken, the Chair will fill out the results record that must be signed by all members of the panel.

### **Article 9. Bringing forward the conclusion of studies**

1. Those students that, to complete their studies have a maximum of two courses pending that can be degree requirements, required or optional electives, may bring forward their assessment and final grade to December, provided that they have been enrolled for these courses in previous academic years, unless they have been unable to do so due to incompatibilities with other courses. The Academic Council at the beginning of each academic year may determine which subjects are not susceptible to be evaluated in the exam period of December for conclusion of studies.
2. Those students that would like to make use of this option may indicate it during the re-enrollment process or submit a request through the Student Portal before October 31, stating the course(s) that are going to be submitted. Enrollment for the said course(s) must take place within the period established by the University.
3. Students that do not pass the courses within the mentioned period (December), may continue with their studies as usual, bearing in mind that they will only have one chance to pass the course(s) during that academic year. For such purposes, three days following the date the results are published, students must submit a request through the Student Portal confirming the option for which they are applying: the ordinary exam period of the corresponding semester or trimester or the second exam period. In the absence of this express request, it is understood that they shall sit the second exam period.

## **CHAPTER II. THE COMPENSATION PANEL**

### **Article 10. Objectives of the Panel**

The Compensation Panel is an academic body whose function applies to each and every one of the accredited Undergraduate programs taught at Universidad Europea de Madrid. Its aim is to assess the work carried out by the student during their period at the University and decide if, as a whole, they possess the sufficient scientific knowledge and general and specific competencies to achieve the academic qualification chosen, despite not having passed the full number of ECTS Credits under the curriculum in previous assessment tests.

#### Article 11. Application requirements

1. Students that still have one course left to complete their degree program and that have failed it on four occasions may apply to the Compensation Panel.
2. Students that still have, in addition to the Graduation Project, one course left to complete their degree program and that have failed it on four occasions may apply to the Compensation Panel. This exception supposes the possibility of compensating, exclusively, this course, without in any case being able to compensate the Graduation Project.
3. Students that still have one course left to complete a degree program formally declared in extinction may apply to the Compensation Panel by providing a report of suitability of the Competent Vice- Rector.
4. In all cases, it will be necessary for the student to have undertaken at least two academic years at Universidad Europea de Madrid. No compensation will be given in respect of ECTS Credits that correspond to workshops, internships, clinical practicums or the graduation project.
5. Exceptionally and, in the event that the student has to complete one single course to finish the degree program, apart from the graduation project, they may request compensation for that course. This exception involves the possibility of exclusively compensating the course in question; however, in no event may compensation be given for the graduation project.
6. In any event, the report issued by the academic director of the corresponding department shall be mandatory.

#### Article 12. Composition of the Compensation Panel

1. The Compensation Panel will be made up of four members, two of which are permanent: The Dean of the competent School that will act as Chair; the General Secretary of Universidad Europea de Madrid that will act as Secretary of the Tribunal; and two members that are appointed depending on the degree program taken by the student: the Academic Department Head responsible for the course and one professor from the corresponding branch.
2. For such purposes, at the start of each academic year the Academic Council will appoint a professor for each of the University's academic areas of study.
3. In the event of conflicts of interest between any of the individuals indicated, the Panel may appoint one or several professors of the degree program.
4. The Ombudsperson may participate with the right to speak but not to vote.

#### Article 13. General criteria for the activity of the Panel

1. The Panel shall assess, together with the academic coordinator's report, using as a basis of the objectives of the degree program and their global application, the academic track record, skills, aptitudes and competencies acquired by the student throughout their university studies, analyzing the grades recorded in their academic transcript and as much additional information considered necessary in order to justify its decisions. Insofar as is possible, the professor of the course corresponding to the decision for compensation should not intervene in the process.
2. Similarly, the Panel will ensure that the criteria of transparency and equity are complied with and will avoid any discriminatory actions.
3. In no event shall the Panel carry out assessment tests on the student concerned as such compensatory global assessment excludes this type of examination. The corresponding decision must be taken based on the previous academic track record.

#### Article 14. Procedure

1. Students must submit their online application for grades compensation through the Student Portal within a period of seven working days starting from the date the official results are published in the Academic Catalog.
2. The Panel will meet **within 15 days of the official grades submission deadline**.
3. The General Secretary will take the minutes of each session that will reflect the reasoned decision taken, shown as either favorable or unfavorable. It is not necessary to record the way in which the votes were cast.
4. Similarly, the General Secretary will proceed to issue the corresponding academic record that will be filled out with the approval of the Chair, recording, in those cases in which the panel has given a favorable decision, the name of the student, the course compensated and the grade "Passed via compensation" (numerical grade 5). No academic record will be issued for applications that have been denied. The grade awarded by the Compensation Panel will be added to the student's academic transcript average and will be admitted for academic purposes as at the date of the final examination.
5. The Compensation Panel's decisions, which must be communicated in writing by email **within 8 working business days of the Panel meeting date**, terminate the administrative proceedings.

#### TRANSITIONAL PROVISION

During the transitory phase, if the academic transcript of the student is not completed with numerical grades, the assessment provided for in Section 4.5 of Annex I to Official Decree 1044/2003 shall be applied for the purposes of the academic transcript average. For this, the numerical grades must be transformed into qualitative grades in accordance with Section 4.4 of the abovementioned Official Decree.

Specifically, the weighting of the academic transcript will be calculated applying the following criteria: the sum of the ECTS Credits passed by the student each of which is multiplied by the value of the corresponding grade, based on the table of equivalencies detailed below and divided by the number of ECTS Credits passed by the student:

Pass: 1 point; Above Average: 2 points; Outstanding: 3 points; With Honors: 4 points; Recognized: points corresponding depending on the grade achieved in previously undertaken studies.

Changes provided in Article 11.3 of these regulations shall apply to students who enrolled and completed the 2017-2018 academic year.

**EXEMPTION PROVISION**

Any provisions that oppose these Regulations are repealed.

**FINAL PROVISION**

The changes to the present regulations, for adaptation to the provisions of RD 822/2021 and those concerning the Compensation Tribunal are applicable from the 2021-2022 academic year onwards