

**REGULATIONS FOR EVALUATING OFFICIAL UNDERGRADUATE AND MASTER'S DEGREE  
PROGRAMS TAUGHT on-line AT THE UNIVERSIDAD EUROPEA DE MADRID**

**STATEMENTS OF PURPOSE**

Royal Decree 1125/2003, of September 5, establishes the European credit and grading system for official university degrees that are valid nationwide. Likewise, Article 9 of Royal Decree 822/2021, of September 28, which establishes the organization of official university education, refers to Royal Decree 1125/2003 when considering that the level to which students in accredited education (in this case, undergraduate and postgraduate education) have learned knowledge, abilities and skills will be expressed using numerical grades. In view of the aforementioned state regulations, these Regulations address all aspects related to the evaluation of students taking on-line courses, their grades, the evaluation and review boards, as well as the regulations regarding the Compensation Boards.

**SECTION I. THE COURSE EVALUATION SYSTEM FOR THE OFFICIAL BACHELOR'S AND MASTER'S DEGREE PROGRAMS TAUGHT ON-LINE**

**Art. 1. On-line learning modality**

1. Royal Decree 822/2021, of September 28, which establishes the organization of official university education, defines on-line learning as that in which the entirety of the academic activity included in the syllabus is conducted through academic interaction between faculty and students that does not require that both be physically present in the same educational space at the university. This type of university education is primarily characterized by being based on the intensive use of digital information and communication technologies. In terms of credit load, an official degree program can be defined as on-line when at least 80 percent of the program credits (ECTS) are taught in this educational modality.

**Art. 2. Continuous evaluation**

1. The Universidad Europea de Madrid uses continuous evaluation as a system for assessing knowledge, abilities and skills in an area of study, as established in these

Regulations.

2. Continuous evaluation involves clearly and transparently assessing the progress and learning outcomes students achieve in each course through a set of activities. The evaluation system and the tasks that will be evaluated will be communicated to the students at the beginning of the course.
3. The continuous evaluation system must be educational and offer comprehensive insight into the knowledge, abilities and skills students acquire, as well as align with the objectives and content of each degree course or module.
4. Students studying for a bachelor's or master's degree on-line must participate in the proposed evaluation activities as indicated in the degree's official study plan and as described in the study guide for each course.

### **Art. 3. The learning activities subject to evaluation**

1. The learning activities and the methodology must be consistent with the skills that will be developed and with the evaluation systems, which will be announced at the beginning of the course in the learning guide.
2. The evaluation system may be based on one or more of the following specific activities of the on-line learning modality, as detailed in the degree's official study plan:
  - Student participation in synchronous and asynchronous on-line classes.
  - Performance of curricular and/or extracurricular academic internships.
  - Group and/or individual work.
  - Completion of real and/or simulated case studies.
  - Participation in on-line forums and tutorials.
  - In-person or on-line exams.
  - Other activities.
3. The professor will provide students that have specific educational support needs with learning activities and an evaluation system tailored to their particular circumstances.

### **Art. 4. Final exams**

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1. In those cases in which the evaluation system of a degree taught on-line includes a final or global test (whether it is an in-person or on-line evaluation), the characteristics of which will be described in the learning guide available on the student's on-line campus, the Online Evaluation Department, through the online advisor for each degree, will announce the date of the test at least 30 calendar days prior to the date of the test, provided that it is feasible to do so given the way the degree is organized.

In both cases (in-person or on-line exams), the name of the subject, the course or teaching group, the date, time and place of the final exam will be indicated. This general rule is established notwithstanding the continuous evaluation of the students.

Changes to the dates established for the in-person final exams will be subject to the specific regulations:

[https://universidadeuropea.com/resources/media/documents/NormativaOnline\\_UE\\_M\\_c7evCak.pdf](https://universidadeuropea.com/resources/media/documents/NormativaOnline_UE_M_c7evCak.pdf).

2. During the final exams, students will be asked to prove their identity by presenting their ID card, driver's license or passport. The university has tools to verify the student's identity when taking on-line exams, which will be provided to the student and will require prior installation. If necessary, students will also be asked to record themselves taking the exam, and therefore must have the hardware required for this purpose (camera/s and microphone). All the above must be in compliance with data protection legislation.
3. The final exams may not last more than 90 minutes without a break.
4. Students of degrees taught on-line who are required to take in-person exams, according to the provisions of the respective degree's official study plan, must take them in one of the locations provided by the University for that purpose, pursuant to the student protocol on taking in-person exams for on-line courses, of the corresponding academic year, and which is posted on each student's on-line campus. Here, the following requirements apply:
  - i The locations of the test-taking sites, both international and national, will be communicated to students one month prior to the date of the corresponding evaluation. Likewise, if a change of location in the same province as the original site is necessary, the student will be notified well in advance.

- ii The University reserves the right to open or close a new location, provided that the student is informed in advance.
- iii If the number of students is extremely reduced, the University may consider closing the location for that exam session. The student will take the exam at the new location of his/her choice, chosen from among the available locations.
- iv Students must bring a laptop computer with them to the corresponding location for the exam. Internet access will be provided at the venue for all students.
- v If the University decides to change the way the exams are administered for a justified reason or due to force majeure, the University may require the student to install, on the computer from which the exams are to be administered, the specific software used to on-line monitor the exams. In this case, taking the exams will not be possible if the student fails to install this software.

#### **Art. 5. Evaluation of external academic internships**

The evaluation of external academic internships will be based on the report the student submits, the report from the external advisor at the place where the internship was completed, and the report from the academic advisor. The student's final grade will be calculated based on the results obtained in said report, according to the evaluation system established in the degree's official study plan.

Students who can accredit through a reasoned report the performance of professional activities or who have proven work experience, and provided that they are consistent with the learning outcomes specified for external academic internships, upon request, may obtain recognition in credits for external academic internships in accordance with the provisions of the Regulations for the Credit Recognition in Undergraduate and Master's Degree Programs, which are published on the university's website: <https://universidadeuropea.com/conocenos/normativa/>. In these cases, the course will appear without a grade and will not count for the purposes of calculating the GPA.

#### **Art. 6. Evaluation of Bachelor's and Master's Degree Final Projects**

1. The evaluation of the Bachelor's Degree and Master's Degree Final Projects will specifically take into account:
    - a. The incorporation of the learning outcomes acquired in the courses taken.
    - b. The application of interdisciplinary knowledge in a learning situation that closely resembles the professional world.
    - c. The search for open solutions that lead to new knowledge.
    - d. The results released by the students.
    - e. The originality of the work, pursuant to Article 5 of the Universidad Europea de Madrid's Regulations on Bachelor's Degree Final Projects and Master's Degree Projects.
  2. The Bachelor's Degree and Master Degree Final 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.
  3. The oral defense will always be public and its date will be communicated to students
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well in advance, provided that they have received approval from the Bachelor's or Master's Degree Final Project academic advisor within the deadlines established for the respective sessions.

The Regulations on Bachelor's Degree Final Projects and Master's Degree Projects will apply in all matters not specifically stipulated in this Article.

## **Art. 7. Final grades**

1. The evaluation concludes with a recognition of the level of learning students have achieved, which will be expressed in the numerical grades as specified in this Article.
2. The final grade of a course is the result of the weighted sum of the activities subject to evaluation and the final exam according to the evaluation system included in the degree's official study plan.
  - To pass the course in the first exam session, students must score a final course grade higher or equal to 5.0 out of 10.0 (weighted average of the activities subject to evaluation and the final exam).
  - As a general rule, students must score a grade higher than or equal to 4.0 in the **final exam** for it to be included in the GPA of the rest of the activities subject to evaluation unless the Course Guide establishes another higher grade.
3. Students will receive their final grade at the end of each academic year, coinciding with the end of the semester/quarter in which the course is held. The final grades must be correctly posted on the on-line campus in the section provided for this purpose.
4. All the provisions of this Article are established according to the provisions of the academic calendar that the University publishes annually, both in general and specifically for each degree program. The university will post the dates of the final grade and intensive academic follow-up in the academic calendar.
5. Students who have not achieved the course's learning outcomes will have the opportunity to do so in a second session that coincides with the end of the academic year in which the student is enrolled, according to the academic calendar or the specific calendar for their degree program. The following situations may occur:

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- If the student fails to pass the course during the first exam session by scoring a final grade less than 5, the grade received on the approved activities that can be evaluated will be maintained for the second session, and the student will be able to submit those that did not receive a passing grade or those that were not submitted during the first session. The grades will be weighted with the new grade earned during the second session.
  - If a student fails the course in the first exam session because, after passing the final test, the weighted sum of both blocks is less than 5, the grade obtained in the final exam will be maintained and the student will be able to resubmit those activities that he/she did not pass or submit in the first exam session.
6. As established in Royal Decree 1125/2003, of September 5, the level of learning students have achieved in each of the courses of the syllabus will be expressed in numerical grades according to the following scale from 0 to 10, to one decimal place, to which the corresponding qualitative grade may be added:
- Fail (F): 0-4.9
  - Pass (P): 5.0-6.9
  - Good (G): 7.0-8.9
  - Excellent (E): 9.0-10
7. "With Honors" will be awarded to students who have obtained a grade equal to or higher than 9.0. The number of students "With Honors" may not exceed 5% of the students enrolled in each course (out of the total number of students in the degree program) in the corresponding academic year, unless the number of enrolled students is less than 20, in which case only one "With Honors" may be awarded.
8. The courses recognized by the Universidad Europea de Madrid and included in the syllabus will be considered passed for all intents and purposes and, therefore, not subject to re-evaluation. The courses that have been recognized will appear with this name and with the corresponding ECTS credits in the student's transcript, and will have the equivalence in points corresponding to the grade earned at the original university.
9. The credits earned by recognition of credits corresponding to educational activities not included in the syllabus will not be numerically graded or computed for the
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purpose of calculating the GPA.

10. The final grades will be posted on the on-line campus in the section provided for this purpose, stating the date and time for review and will be conducted, when possible, between the second and fifth business day following the posting of the grades. Likewise, the grades will be communicated to the University's Academic Department to facilitate the completion of the transcripts.
11. The GPA will be the result of the application of the following formula: sum of the credits the student earned multiplied by the value of the corresponding grades and divided by the total number of credits the student earned.
12. Any student who uses illegal means when taking an exam, or who improperly claims authorship of academic work required for the evaluation, will receive a "fail" (0) grade for the exam in the exam session in which the incident occurred and may also be subject to sanction, after disciplinary proceedings have been opened. Regarding the Bachelor's Degree or Master's Degree Final Project, plagiarism or lack of originality will lead to a grade of "fail" (0) in both the first and second exam sessions, as well as the loss of student status for six months, in accordance with Article 5 of the Universidad Europea de Madrid's Regulations on Bachelor's Degree Final Projects and Master's Degree Projects.
13. The records of the final grades will be under the custody of the University's Registrar through the Academic Department.
14. The professor must save the evidence that justifies the final grade awarded to the student, for at least the current academic year. Upon completion, and after the corresponding review periods, the evidence will be submitted to the relevant department for safekeeping for a period of one year, after which all evidence may be destroyed.



## **Art. 8. Review of final grades**

1. Regular review session
  - a. The student will have the right to a review of the final grades, which will be conducted individually with the professor or professors who graded the course.
  - b. The review will be conducted on the day and time indicated with the posting of the grades.
  - c. The review of the final grades will not interfere with the deadlines for submitting the final grades.
  - d. The student may appeal the professor's or professors' decision to the Evaluation Committee.
  
2. The Evaluation Committee
  - a. Any Universidad Europea de Madrid student may, once the regular review process has been completed and the student believes that sufficient grounds exist, submit the final grade obtained in a subject (except for the PFG, which according to its specific regulations, is not subject to the Evaluation Committee) for review, according to the procedure established in the following articles.
  - b. The first step of the process is an online request sent by the student or the professor of the corresponding subject to the relevant Faculty Dean or School Director.
  - c. The deadline for requesting a grade review will be three (3) business days from the date of the regular review.
  - d. After examining the request, the Dean or Director may reject or confirm the need for an Evaluation Committee.
  - e. The Evaluation Committee will be formed by:
    - A chairperson: the Director of the department in which the course is taught or a person appointed by the Dean from among the professors of the department.
    - A secretary: a professor from the relevant department.
    - A committee member: a professor from the field of knowledge of the subject

under review.

The professor or professors who evaluated the student may not sit on the Evaluation Committee.

- f. Once the Committee has been formed, the Faculty Dean or School Director will submit all the supporting documents to the Committee so that it can prepare a reasoned report and a proposal for resolution within a maximum period of two (2) days from the receipt of the documents. The Committee will request that the student and professor provide all the information that may be required.
- g. The Committee will submit the reasoned report and the proposed resolution to the Dean of the Faculty or Director of the School so that he/she may adopt the final decision as appropriate.
- h. No appeal may be lodged against the Dean or Director's decision.

#### **Art. 9. Evaluation Boards**

- 1. Any student may request, in writing to the Dean of his/her Faculty or School Director, that an Evaluation Board responsible for conducting, developing, assessing and grading his/her knowledge be formed.
- 2. The Dean or Director, after hearing from the professor and the student concerned, will agree or decline to form the board.
- 3. The Evaluation Board will have three members, appointed by the Department Head:  
  
Two professors from the field(s) of knowledge under which the subject falls. A professor responsible for teaching that academic year or from the student's group of teachers. If the subject area has fewer professors than those required to form the board, the board will be rounded out with other professors from the department.
- 4. At the meeting held to form the board, a chairman will be appointed from among the members of the board.
- 5. Once a resolution about the grade has been reached, the chairman will complete a grade report, which all board members must sign.

**Art. 10. Early completion of studies (applies to undergraduate programs only)**

1. Students who have a maximum of two core, compulsory or elective subjects pending at the end of their studies may bring their final evaluation and grade forward to the month of December, provided that they have been enrolled in those courses in previous academic years, except when they have not been able to do so because they are incompatible with other courses. At the beginning of each academic year, the Board of Regents may determine which courses are not susceptible to evaluation in the December completion-of-studies exam session.
2. Students who would like to take advantage of this early completion must submit a request to the Student Services Office (ATE for its acronym in Spanish) prior to the date established at the beginning of the academic year, indicating the course(s) for which they will be applying for early completion. Students must enroll in said course(s) within the period established by the University.
3. Students who do not pass the course(s) in the above-mentioned period (December) may proceed with the normal academic year, bearing in mind that they will only have one opportunity to pass the course(s) in that academic year. To that end, students must submit a request to the Student Services Office within the three days following the date on which the reports are submitted, specifying which option they wish to apply for: the first exam session for the corresponding semester or quarter, or a second exam session. Should the student not expressly request a session, the student will automatically be assigned to the second exam session.

**SECTION II. THE COMPENSATION BOARD****Art. 11. Purpose of the Board**

The Compensation Board is an academic body that operates in each and every one of the official undergraduate degrees offered at the Universidad Europea de Madrid. Its purpose is to assess the student's work during his or her time at the University and to decide if the student, as a whole, has sufficient learning outcomes (knowledge, abilities and skills) to qualify for the academic degree for which he or she is applying, in spite of not having passed all of the credits in the syllabus in prior evaluation sessions.

**Art. 12. Application requirements**

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1. Students who have one course left to complete their degree and have failed that course four (4) times may appeal to the Compensation Board.
2. Students who, in addition to the Bachelor's or Master's Degree Final Project, have only one course left to complete their degree and have failed that course four (4) times may appeal to the Compensation Board. This exception involves the option of exclusively granting compensation for this course, under no circumstances granting compensation for the Bachelor's or Master's Degree Final Project,
3. A student who has one course remaining to complete a degree program that has been officially discontinued may apply to the Compensation Board by submitting a suitability report from the competent body designated for this purpose.
4. In any event, students must have completed at least two academic years at Universidad Europea de Madrid.
5. Credits corresponding to Workshops, External Academic Internships, Clinical Placements and Bachelor's Degree Final Project/Master's Degree Final Project are not eligible for compensation.
6. A report from the academic advisor of the corresponding department is mandatory in all cases.

#### **Art. 13. Members of the Compensation Board**

1. There will be four (4) members of the Compensation Board, two of whom will be permanent: The Dean of the relevant Faculty/School, who will serve as chairperson; the Registrar at the Universidad Europea de Madrid, who will serve as secretary of the board; and two members who will be appointed according to students' degree program. The head of the department under which the course is taught and a professor from the corresponding branch or field of knowledge.
2. Each Faculty or School will appoint a professor for each of the branches or areas of knowledge at the University for this purpose.
3. Should any of the aforementioned members be the same, the Board will appoint one or more professors from the corresponding branch or field of knowledge.
4. The University's Counsel may participate with voice but no vote.

#### **Art. 14. The Board's performance criteria**

1. The Board will assess, together with the report from the academic advisor, based on the objectives of the degree program and the overall academic record, knowledge, abilities and skills the student acquired throughout his/her university education, analyzing the grades included in his/her transcript and any additional information considered relevant to the justification of its decisions. If this is the case, the professor of the course for which compensation is being assessed must abstain from participation.
2. Likewise, the Board will ensure compliance with the criteria of transparency and fairness, refraining from any discriminatory behavior.
3. In no case will the Board administer exams to the student involved, since this global compensation evaluation excludes this kind of tests and the corresponding decision must be based on the student's previous academic record.

#### **Art. 15. Procedure**

1. Students must submit their request to be compensated for grades by means of a general online request, addressed to the University's Registrar, within seven (7) business days from the date the grades were officially submitted, as published in the Academic Guide.
2. The Board will meet within 15 days following the date on which the records are signed.
3. The Registrar will prepare minutes of each meeting, which will reflect either the favorable or unfavorable reasoned decision reached in each case, although he/she is not required to record which way the board members voted.
4. Likewise, the Registrar will issue the corresponding transcript, which will be completed with the approval of the chairperson in those cases in which the Board's decision has been favorable, stating the name of the student, the subject that is granted compensated and the grade "Approved by compensation" (numerical grade 5). In the event requests are denied, no academic transcript will be issued. The grade awarded by the Compensation Board will be calculated based on the student's GPA and will have academic purposes as of the date of the last exam session.

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5. The decisions of the Compensation Board, which will be communicated in writing by email within eight (8) business days from the date on which the Board met, are final.

#### **TRANSITIONAL PROVISION**

During the transitional stage, if the student's transcript does not provide full numerical grades, the assessment of Section 4.5 of Annex I of Royal Decree 1044/2003 must be applied to the student's GPA. To that end, the numerical grades must be converted into qualitative grades, according to Section 4.4 of the aforementioned Royal Decree.

Specifically, the weighted GPA will be calculated by the following criterion: sum of the credits the student earned multiplied by the value of the corresponding grade, based on the table of equivalences specified below and divided by the number of credits the student earned

Pass: 1 point, Good: 2 points, Excellent: 3 points, With Honors: 4 points and Validated: corresponding points depending on the grade earned in previous courses.

#### **REPEALING PROVISION**

Any provisions that contradict this Regulation are hereby repealed.

#### **FINAL PROVISION**

These regulations will be applicable as of the 2023/24 academic year.